

1 **B. PLAN OF ORGANIZATION AND RULES OF ORDER**

2 (Editor's note: Where the ¶ symbol occurs the reference is to a paragraph number in *The*  
3 *Book of Discipline of The United Methodist Church, 2012.*)

4 **I. THE ANNUAL CONFERENCE SESSIONS**

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

9 **1. Opening and Daily Sessions.** The organization and program of these ses-  
10 sions shall be the responsibility of the Annual Conference Session Planning  
11 Committee.

12 **2. Clergy Session.** (¶605.7) The Annual Conference Session Planning Com-  
13 mittee shall recommend to the annual conference the place for the session.

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

19 **4. Roll Call and Attendance.**

20 **a.** Attendance (¶602.7 & 8). All members, lay and clergy, shall attend the  
21 daily session of the conference unless excused by submitting a re-  
22 quest in writing to the conference secretary or by turning in to the con-  
23 ference secretary's office an excused absence form signed by the dis-  
24 trict superintendent.

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

26 **(1).** Each lay and clergy member of the annual conference shall reg-  
27 ister by the means provided by the Annual Conference Ses-  
28 sions Planning Committee.

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

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

33 **a.** At the first business session of the regular session, as one of the early  
34 items of business, there shall be a report of the conference statisti-  
35 cian, the conference treasurer, and the proposed conference budget.  
36 The proposed budget shall be received without debate as the working  
37 budget for the coming calendar year.

38 **b.** Any legislation coming before the conference which would require a  
39 change in the proposed budget shall be handled in the following man-  
40 ner:

41 **(1).** The conference shall consider the item on its merits. If the con-  
42 ference approves the item and wishes to request additional  
43 funding, it can recommend the item for funding through the  
44 Council on Finance and Administration. All items shall be held  
45 for final action until all budget adjustment requests have been  
46 heard by the Council on Finance and Administration. The  
47 Council on Finance and Administration shall consider all addi-  
48 tional requests in relationship to the total budget and bring a  
49 composite report, including the revised budget, proposed for  
50 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 the  
 9       conference sessions shall appear in a *Pre-Conference Manual* which shall  
 10       be distributed to members of the annual conference not later than twenty  
 11       days before the first day of the conference session and shall be published  
 12       under the direction of the Annual Conference Session Planning Committee.
- 13       2. **Conference Orientation Events.** Following distribution of the *Pre-*  
 14       *Conference Manual* in the spring, annual conference orientation events shall  
 15       be held in each district for the purpose of providing an overview of the an-  
 16       nual conference session and to discuss proposed legislation.

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

20       **D. The Legislative Process.**

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

1 three hours will pass between the distribution of a new item and its consid-  
2 eration on the floor.

3 7. Summary reports of conference agencies and institutions shall be accepted  
4 for inclusion in the *Iowa Annual Conference Journal* without being read to  
5 the Annual Conference Session.

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

7 1. Lay members of the Iowa Annual Conference shall be members of a United  
8 Methodist church within the Iowa Annual Conference. (§32)

9 2. Those filling the following positions, if lay persons, shall be equalization  
10 members of the Iowa Annual Conference: (§32)

11 a. Conference Leadership

12 (1). Assistants to the Bishop

13 (2). Conference Secretary

14 (3). Conference Chancellor

15 (4). Conference Treasurer

16 (5). Director of Communications Services and Resources

17 (6). Field Outreach Ministers

18 (7). Leadership Development Ministers

19 (8). Conference Coordinator of Youth Ministry

20 (9). President of the Conference Board of Trustees

21 (10). The Editor and Editorial Staff of the *Iowa Annual Conference*  
22 *Journal*

23 (11). Elected leadership of Conference Council on Youth Ministry

24 (12). District youth and young adult members

25 (13). The president, vice presidents, secretary and treasurer of the  
26 Conference United Methodist Men

27 (14). Elected leadership of United Methodist Women as defined by  
28 the Women's Division

29 (15). Chairs of conference agencies as defined in IV.C.1.

30 (16). Board of Laity elected leadership

31 (17). Thanksgiving Ingathering chair

32 (18). The Deans of each School of Lay Ministry and one representa-  
33 tive of the School of Lay Ministry Commission

34 (19). Conference Secretary of Global Ministries

35 (20). Members of the Council on Finance and Administration

36 (21). Members of the Committee on Rules of Order

37 (22). Members of the Resolutions Committee

38 (23). Members of the Conference Session Planning Committee

39 (24). Members of the Conference Nominations Coordinating Commit-  
40 tee

41 (25). Members of the Conference Connectional Ministries Council's  
42 Program Review Committee

43 (26). Members of the Commission on Religion and Race

44 (27). Members of the Commission on the Status and Role of Women.

45 (28). Executive Secretary of the Conference Nominating Coordinat-  
46 ing Committee

47 (29). Chair of Conference Committee on Episcopacy

48 (30). Chair of the Conference Human Resources Committee

49 (31). Delegates to General and Jurisdictional Conferences who shall  
50 serve for the quadrennium following the conference for which  
51 they are elected

52 (32). Members of General and Jurisdictional agencies

53 (33). Chair of the Iowa United Methodist Student Movement

54 (34). Two student representatives from each of the four United Meth-  
55 odist church-related colleges in Iowa, to be selected by the

1 president of the college in consultation with the district superin-  
2 tendent

3 (35). Two student representatives from each Wesley Foundation in  
4 Iowa, to be selected by the board of directors.

5 (36). Active and retired diaconal ministers who have local church  
6 membership in Iowa

7 (37). Church and Community Workers and deaconesses who are  
8 members of a United Methodist Church in Iowa.

9 (38). The Chairperson of the Conference Connectional Ministries  
10 Council.

11 b. District Leadership

12 (1). District Lay Leader

13 (2). District United Methodist Men President

14 (3). District United Methodist Women President

15 (4). District Connectional Ministries Council Chairperson

16 3. The Iowa Annual Conference Secretary shall determine by September 1 of  
17 each year, the number of additional lay members needed for the next annu-  
18 al conference to be equal to the number of clergy members of the Iowa An-  
19 nual Conference and shall certify this number to the bishop.

20 4. The Iowa Annual Conference Secretary shall determine the ratio of mem-  
21 bers to clergy members of the annual conference as defined in ¶602.1) ap-  
22 pointed to each charge of the Iowa Annual Conference.

23 5. The additional lay members needed to bring equalization shall be assigned  
24 by the Iowa Annual Conference Secretary as follows:

25 a. One-half of the additional lay members needed to bring equalization  
26 shall be assigned to the districts in equal numbers, and each district  
27 conference shall elect upon nomination by the District Nominating  
28 Committee, said additional lay members to the Iowa Annual Confer-  
29 ence; provided, however, that if one-half of the additional lay members  
30 is not exactly divisible by the number of districts, then the remainder  
31 shall be added to the number of lay members assigned to the local  
32 charges as hereinafter provided.

33 b. One-half of the additional members needed to bring equalization plus  
34 any remainder not assigned to the districts shall be assigned by the  
35 Iowa Annual Conference Secretary to the charges having the highest  
36 ratio of members to clergy members of the annual conference in de-  
37 scending order. Those churches whose ratio is twice the number of  
38 members needed to bring equalization under this subsection, shall be  
39 assigned two lay equalization members. If the ratio is three times the  
40 number, three lay members shall be assigned. In case of tie, eligibility  
41 shall be determined by lot.

42 6. All computations shall be based on the statistical tables of the *Iowa Annual*  
43 *Conference Journal* of the immediately preceding annual conference.

44 7. All equalization members selected under the above provisions shall be enti-  
45 tled to the same mileage payments as other members of the annual confer-  
46 ence.

47 8. The district nominations committees and other persons responsible for de-  
48 termining the equalization members of annual conference in the process de-  
49 fined above are encouraged to make certain, insofar as possible, that there  
50 are young adults represented in the selection.

1       **F. Procedure for Elections of Delegates to General Conference and Jurisdictional Conference**  
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3       **1. Qualifications.**

- 4       a. The qualifications for clergy delegates and lay delegates are defined in  
 5       *The Book of Discipline*, Section VI, Article II, Article III, Article IV and  
 6       Article V of The Constitution (pages 33-35 in the 2012 edition).

7       **2. Nominating Process**

- 8       a. To become a nominee a person must submit the nomination materials,  
 9       as defined below, to the superintendent of the district to which the  
 10       nominee relates by February 1 of the year preceding the General Con-  
 11       ference. The District Superintendent will confirm the eligibility of the  
 12       nominee and forward the nomination materials to the Conference Sec-  
 13       retary.  
 14       b. Members of the Conference are encouraged to continue a tradition of  
 15       concern for inclusiveness in its elected delegation. Members of the  
 16       Conference are reminded that surveys and questionnaires are unable  
 17       to reflect fully the qualifications of nominees and those nominees are  
 18       not obligated to respond to such instruments.  
 19       c. Nominees should consider carefully their own ability to give the neces-  
 20       sary time and effort to prepare carefully for and to participate fully in  
 21       the conferences.

22       **3. Nomination Materials**

- 23       a. The Conference Secretary shall prepare a nomination form and distrib-  
 24       ute it to all district offices. The form shall ask for:  
 25       i. necessary personal data  
 26       ii. a 250-word (maximum length) biographical sketch and statement  
 27       of the nominee's position on critical issues facing the church  
 28       iii. a recent photo of the nominee  
 29       iv. the signature of the nominee.  
 30       b. Nomination material received by the February 1 deadline shall be dis-  
 31       tributed by the Conference Secretary prior to Annual Conference that  
 32       year by such print and electronic methods as s/he deems most effec-  
 33       tive.  
 34       c. Nominees are to limit promotional material to the 250-word sketch dis-  
 35       tributed by the Conference Secretary.  
 36       d. As good stewards and in the interest of fairness to all nominees, mass  
 37       mailings and other distribution of materials by nominees or their sup-  
 38       porters is strongly discouraged.

39       **4. Balloting Procedures**

- 40       a. The Conference Secretary or his/her designee shall coordinate the bal-  
 41       loting process.  
 42       b. Each nominee shall be assigned a number and all voting shall be by  
 43       the assigned numbers.  
 44       c. All voting must take place within the bar of the Conference.  
 45       d. A printed report of each ballot shall be delivered to the platform and  
 46       shall contain the names and assigned numbers of those nominees who  
 47       received at least twenty-five valid votes and the number of votes each  
 48       received.  
 49       e. The Bishop shall announce the results of each ballot and shall call for  
 50       another ballot, until all delegates and reserves have been elected.  
 51       f. A majority of all valid ballots shall be necessary for an election.  
 52       i. A valid ballot shall have votes equal to the number of delegates  
 53       yet to be elected. The process called "bullet balloting," in which  
 54       one votes for fewer than the number of positions yet to be filled,  
 55       shall invalidate a ballot.

- ii. If more than the number to be elected at any one time receives a majority, those receiving the highest number of votes shall be declared elected.
- iii. In case of a tie on this occasion, those nominees with tying votes shall be declared not elected and shall become the only names to be voted on in a following and separate ballot.
- g. If by the twelfth ballot all of the General and Jurisdictional Conference delegates have not been elected, then on the twelfth ballot those receiving the highest votes shall be declared elected in order of the total votes received, including reserve delegates.

## 5. Delegation Meetings

- a. Following election of the General Conference Delegation, including the alternates, the delegation will meet to select leadership for the delegation, select Legislative Committee assignments, set times and format for future meetings and share information.
- b. Following election of the Jurisdictional Conference Delegation, including all alternates, the entire delegation will meet to elect two representatives to the North Central Jurisdictional Committee on the Episcopacy, set times and format for future meetings and share information.

## II. ORGANIZATIONAL STRUCTURE

### A. Terminology

#### 1. Organization Definitions

- a. Agency: a regularly established board, commission, council, standing committee or committee which has been constituted by the annual conference. (See IV.C.1. for definition as related to nominations.)
- b. Council: an organization created by the annual conference to perform defined responsibilities of review and oversight on behalf of the annual conference in relation to other agencies and to perform other assigned functions. Councils are amenable and accountable to the annual conference and report to it.
- c. Board: a multi-function organization accountable to the Conference Connectional Ministries Council and/or the annual conference, as provided in *The Book of Discipline*. A board may have subgroups for which it is responsible and accountable.
- d. Committee: a body, either temporary or permanent, created to carry out certain functions of mission, study, oversight, or review. It is amenable to its parent body. Committees may be created by the annual conference and/or its agencies.
- e. Commission: an organization established by the annual conference for the fulfillment of a specific function.
- f. Standing Committee: a subgroup of an agency with a specific purpose, accountable to the agency of which it is a part.
  - (1). A standing committee may be initiated when one or more of the following criteria are met:
    - (a). Mandated by *The Book of Discipline*.
    - (b). Program is to be implemented over a period longer than five years.
    - (c). Appointed by the resident bishop, as mandated by *The Book of Discipline*, or requested by the annual conference.

- 1 (d). Program budget is larger than \$50,000 and cannot be ad-  
2 equately administered on a quarterly basis by the parent  
3 agency.
- 4 (e). Program staffing requires a long term (five years or more)  
5 advisory committee.
- 6 (2). Chairpersons of standing committees are eligible to be mem-  
7 bers of the standing committee's respective agency.
- 8 g. Task Force: an organization with one objective, which will be accom-  
9 plished in no more than five years, and whose membership numbers  
10 no more than fifteen.
- 11 h. Task Group: an organization with one objective, which will be accom-  
12 plished in no more than two years, and whose membership numbers  
13 no more than seven.
- 14 i. Network: The formation of program networks will focus on services  
15 which require large numbers of people to make personal or resourcing  
16 contacts. There are no limits on the number of persons associated  
17 with networking. Networks are established when cross-conference  
18 programs are approved for implementation. A network shall be ac-  
19 countable to one or more conference agencies.

20 **2. Membership Definitions**

- 21 a. Ex-Officio: full voting members, by virtue of office, of an agency of the  
22 annual conference with all rights, unless indicated otherwise.
- 23 b. Consultants: those persons who by virtue of their position, knowledge,  
24 and/or expertise are assigned to an agency. They have the privilege  
25 of speaking but not making motions or voting. They are expected to  
26 be present at the meetings of the groups for which they are consult-  
27 ants.
- 28 c. Cabinet and Staff Consultants: District superintendents and staff of  
29 the Conference Connectional Ministries Council, Administrative Ser-  
30 vices, and Episcopal Office may serve as consultants to agencies of  
31 the annual conference. The Bishop, Dean of the Cabinet, the Assis-  
32 tant to the Bishop for Connectional Ministries, and the Conference Di-  
33 rector of Administrative Services shall assign cabinet and staff con-  
34 sultants to agencies of the Annual Conference on an annual basis.  
35 Cabinet and staff consultants will be listed in the Organizational Struc-  
36 ture printed in the Journal of the Iowa Annual Conference for that  
37 year.
- 38 d. Resource Persons: called upon from time to time because of expertise  
39 needed by a group at a particular time. They do not have the privilege  
40 of making motions or voting.
- 41 e. Ecumenical Partner: a member of another denomination, serving as  
42 an ecumenical liaison. They have the privilege of speaking and, where  
43 *The Book of Discipline* allows, of making motions and voting.
- 44 f. Youth: a person 12 through 17 years of age, at time of election.
- 45 g. Young Adult: a person 18 through 30 years of age, at time of election.

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

48 **1. Function:**

- 49 a. Vision casting and implementation.
- 50 b. Strategic planning.
- 51 c. Resource sharing.

- 1 d. Communication with the annual conference leadership and members.
- 2 **2. Membership:**
- 3 a. The bishop, as chair.
- 4 b. Assistants to the bishop.
- 5 c. District superintendents.
- 6 d. Field outreach ministers.
- 7 e. Leadership development ministers.
- 8 f. Conference treasurer/director of administrative services.
- 9 g. Conference director of communications services and resources.
- 10 h. Director of the office of pastoral care and counseling.
- 11 i. Conference lay leader.
- 12 **C. Administration.** The officers, boards, commissions, councils, and standing
- 13 committees of the Iowa Annual Conference of The United Methodist Church shall
- 14 be those herein listed and such others as are, or hereafter shall be, provided by
- 15 *The Book of Discipline* or by action of the Conference.
- 16 **1. Officers.**
- 17 a. Presiding Officer (§603.6)
- 18 b. Assistant to the Bishop for Administration, appointed by the bishop.
- 19 c. Assistant to the Bishop for Connectional Ministries, appointed by the
- 20 bishop. (§608)
- 21 d. District Superintendents (§403.2, §417)
- 22 e. Conference Lay Leader (§603.9.a)
- 23 f. Conference Secretary (§603.7)
- 24 g. Treasurer/ Director of Administrative Services (§619)
- 25 h. Chancellor (§603.8)
- 26 i. President of the Board of Trustees (§2512.2)
- 27 **2. General/Jurisdictional Agency Members.** Persons of the annual confer-
- 28 ence who are elected members of a jurisdictional or general agency of The
- 29 United Methodist Church shall be members with vote of the corresponding
- 30 Iowa Annual Conference agency. Expense allowances for conference
- 31 agency meetings of such members living in Iowa shall be the responsibility
- 32 of the annual conference agencies.
- 33 **3. Conference Communications Services and Resources.** Conference
- 34 Communications Services and Resources shall be located within the Epis-
- 35 copal Office. Its purpose is to provide consultation, service, product and
- 36 process development and production, technical assistance, and advice to all
- 37 ministries of the Iowa Annual Conference, including local church, appointive,
- 38 program, and administrative ministries. Specifically, Conference Commu-
- 39 nications Services and Resources will be responsible for strategic planning
- 40 across all aspects of communications; public relations, including media re-
- 41 lations, issues management, and advertising; crisis management, including
- 42 maintaining an updated conference crisis management plan, training key
- 43 persons, and guiding the conference response to crises; on-going commu-
- 44 nications, including editing and publishing printed and electronic communi-
- 45 cations tools for the conference; and technical support to local churches,
- 46 boards and agencies, and clergy and lay persons in the area of communi-
- 47 cations.
- 48 a. **The Communications Advisory Team (§646)**
- 49 **(1). Function:**
- 50 **(a).** The team will meet at least quarterly to advise the Director
- 51 of Communications Services and Resources, and to as-
- 52 sist with strategic planning.
- 53 **(b).** The Team will serve as the Commission on Communica-
- 54 tions as required by §646, *2012 Book of Discipline*.



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- (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.
4. **Council on Finance and Administration (§612)**
- 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.).
- 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.

(4). Other Committees and Task Forces defining their duties and authority as it deems necessary for fulfilling its purpose and responsibilities.

f. All Iowa Conference administrative agencies and offices will be accountable to the Council on Finance and Administration for budgeting and all fiscal matters related to the discharge of their functions:

g. The council shall be responsible for reviewing, evaluating and coordinating all budget proposals from the agencies and offices. The council shall schedule a time each year, sometime after the Program Review Committee has met, to allow the Conference Connectional Ministries Council the opportunity to represent the needs of the agencies before the council. The Council on Finance and Administration shall recommend to the annual conference for its action and determination budgets of anticipated income and proposed expenditures. (§614.)

5. **Board of Trustees.** (§2512 and §640.)

a. The board shall appoint from its membership one consultant to each District Board of Church Location and Building and shall assume the expenses of sending the representatives to the respective boards.

b. The Board of Trustees has jurisdiction of the Iowa United Methodist Conference Center. The Administrative Cabinet shall coordinate functions within the Conference Center.

6. **Board of Pensions** §639.

a. Membership: shall consist of not more than 24 persons. Each member shall be elected for a term of eight years. The membership shall be in four classes with a new class being elected every two years. The conference treasurer shall be an ex officio member without vote of the executive committee (§639.3). A representative of the Council on Finance and Administration shall be a consultant.

b. Organization: The board shall be organized as a corporation under *Chapter 504A of the 1991 Code of Iowa* and subject to the *Articles of Incorporation of the Iowa Annual Conference of The United Methodist Church*, the by-laws of said corporation, specific directives by the Iowa Annual Conference and any applicable requirements contained in *The Book of Discipline of The United Methodist Church*.

7. **Commission on Archives and History** (§641). Membership shall be the chairperson, eight at-large persons selected for their expertise and interest, and one college-aged (age 18-25) young adult. The vice chairperson/financial secretary and secretary shall be selected from the general membership.

8. **Commission on Equitable Compensation.** (§625) The Commission on Equitable Compensation shall consist of ten persons plus one district superintendent named by the cabinet (§625.1). It is recommended that membership include two laymen, two lay women, one youth, one young adult and five clergy. A member of the Council on Finance and Administration may serve as consultant.

9. **Annual Conference Session Planning Committee**

a. **Function:** Shall assist the Bishop in articulating and determining the long-range, overall direction and theme for the annual conference sessions, and assist the annual conference in fulfilling its purpose as defined by *The Book of Discipline* (§601) and the annual conference mission statement. Shall recommend to the annual conference the location of the conference session at least two years in advance.

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 or  
 13 support function by the Annual Conference Session Planning  
 14 Committee.  
 15 (4). The chair of the Annual Conference Session Planning Commit-  
 16 tee shall be the bishop or the bishop's designee.
- 17 **c. Organization:**  
 18 (1). Shall meet at least two times a year. Meetings shall be sched-  
 19 uled in a manner which facilitates the planning and work of the  
 20 annual conference session.  
 21 (2). May select additional persons from outside its membership to  
 22 perform various functions for the conference session. The work  
 23 of these persons is subject to the approval of the committee.  
 24 (3). The Chair of Business and Agenda shall be appointed by the  
 25 Bishop.
- 26 **10. Annual Conference Human Resources Committee.**  
 27 **a. Function:** The Conference Human Resources Committee (CHRC)  
 28 shall function as an advisory committee to the Director of Human Re-  
 29 sources in the development, review and implementation of policies af-  
 30 fecting conference staff at all levels and in assisting with strategic  
 31 planning for the HR Department. The CHRC will work in collaboration  
 32 with the stakeholders of the Iowa Annual Conference to support the  
 33 mission of the Iowa Annual Conference, as well as create and nurture  
 34 a spirit of unity among all employees. The Conference Human Re-  
 35 sources Committee shall:  
 36 (1). Advise and assist the Director of Human Resources in the de-  
 37 velopment of policy pertaining to a conference employment, re-  
 38 cruitment and hiring, compensation, performance management,  
 39 and training and development.  
 40 (2). Provide an employment policy handbook for all conference em-  
 41 ployees, and review, recommend and approve updates to the  
 42 policy handbook on a regular basis.
- 43 **b. Membership:**  
 44 The membership shall include:  
 45 (1). One member from each district and up to four (4) at-large  
 46 members whose nominations shall be coordinated by the Conference  
 47 Nominations Coordinating Committee through the district nominations  
 48 committees and elected by the annual conference. In the selection of  
 49 these persons, consideration shall be given to expertise in personnel  
 50 related issues and policies.  
 51 (2). The Appointive Cabinet, the Council on Finance and Admin-  
 52 istration, the Conference Board of Camp and Retreat Ministries, and  
 53 the Conference Connectional Ministries Council shall each appoint a  
 54 representative to be an ex-officio member of the committee.

(3). The Assistant to the Bishop for Administration, Assistant to the Bishop for Connectional Ministries, Conference Treasurer and Director of Human Resources will serve as consultants to this committee. Consultants to this committee will have a voice, but no vote, in matters requiring committee action.

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

(5). No employee or family member of an employee of the Iowa Annual Conference may serve on the committee. If a family member of a committee member is being considered for employment, the committee member must excuse himself/herself from any and all process used in securing someone for the position to be filled. If a family member of a committee member is hired, the latter must immediately resign from the committee.

**c. Organization.**

(1). Officers of the Annual Conference Human Resources Committee shall be the chair, the vice-chair and secretary, all to be elected from the membership of the committee.

(2). The Commission on Ministry with Persons with Disabilities, the Commission on Religion and Race and the Commission on Status and Role of Women shall each appoint one representative to be resource persons for this committee. These resource persons may be called upon as necessary to lend the committee their expertise but these resource persons will have no vote.

**11. 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*.

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

**13. 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.

- 1 (3). To serve as a resource person in designing and implementing
- 2 programs to creatively meet those assessed needs.
- 3 (4). To provide counseling for ministry professionals and their im-
- 4 mediate families or make referral to other appropriate profes-
- 5 sionals.
- 6 (5). To establish relationships for adequate consultation with psy-
- 7 chiatrists and other physicians, psychologists, social workers
- 8 and other appropriate persons.
- 9 (6). To be available to travel to various parts of the state of Iowa to
- 10 set up and staff consultation centers where ministry profession-
- 11 als can drive a reasonable distance to receive consultation on
- 12 counseling they are doing as well as serving as a resource per-
- 13 son for retreats and workshops.

e. Relationships are as follows:

- 15 (1). The director will relate to the Committee on Pastoral Care and
- 16 Counseling and to ministry professionals and their immediate
- 17 families.
- 18 (2). The director will establish relationships with the bishop and the
- 19 appointive cabinet so as to be available for referrals and consul-
- 20 tation. However, in the interest of confidentiality, the director
- 21 shall not give any reports on specific counseling relationships to
- 22 the bishop and/or appointive cabinet unless it is seen as appro-
- 23 priate by both the director and the counselee(s).
- 24 (3). The director will establish relationships with existing conference
- 25 groups such as the Conference Connectional Ministries Council
- 26 and the Board of Ordained Ministry with the objective of coop-
- 27 eration and the avoidance of duplicated efforts. Continuing edu-
- 28 cation done by the director is expected to be in terms of serving
- 29 as a resource person for workshops and retreats along with the
- 30 consultation with ministry professionals on their counseling, as
- 31 time is available.
- 32 (4). The director will establish relationships with existing mental
- 33 health organizations and personnel so that appropriate use can
- 34 be made of such resources.

14. **Conference Leadership Development Coordinating Committee.**

a. **Functions:**

- 37 (1). Have responsibility for coordinating the development of leader-
- 38 ship for annual conference boards, agencies, commissions,
- 39 committees and positions in accordance with *The Book of Dis-*
- 40 *cipline* and/or the Iowa Annual Conference Rules of Order.
- 41 (2). Be aware of and give support to the leadership development
- 42 being done in the annual conference by groups such as dis-
- 43 tricts, boards, councils, commissions, committees, and confer-
- 44 ence lay organizations.
- 45 (3). Evaluate the leadership development opportunities available
- 46 both within and outside the church to discover the gaps and
- 47 overlaps and propose ways to have a full and complete pro-
- 48 gram of leadership development.
- 49 (4). Ensure that agencies initiate and develop continuing leadership
- 50 programs which shall include:
- 51 (a). Enabling a gift discovery process.
- 52 (b). Clear descriptions of leadership positions.

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

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- (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 published report of nominations to be given 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, and lay persons who have demonstrated leadership on a district or local church level.
  - (5). Expedite the process of nominations on district and conference levels, providing an efficient method of gathering data, keeping records, disseminating information to districts and to other persons or groups involved in nominations, and facilitating the process of reporting back to the annual conference the nominations from various sources.
  - (6). Receive from district nominations committees a list of nominees for conference agencies and elected members.
  - (7). Establish, on an annual basis, a process for addressing contingencies which arise from variations in district nominations committees' ability to meet their nominating responsibilities.
  - (8). Consult with district nominations committees concerning the rules (See III.A.5. and IV.B. through IV.C.10.) which are to be used in the selection of nominees for membership on standing annual conference agencies.
  - (9). Shall provide the names of members of the conference agencies and the tenure of each member for printing in the *Iowa Annual Conference Journal*.
  - (10). When revisions or additions to agencies need to be made following the closing session of the annual conference, interim elections (for the remainder of the conference year only) shall take place as follows:
    - (a). Elections necessary to provide district representation on an agency shall be made by the District Connectional Ministries Council in consultation with the Conference Nominations Coordinating Committee.
    - (b). When vacancies occur in the general or at-large membership of an agency, the appropriate body or the Conference Nominations Coordinating Committee shall seek

1 nominations from the pertinent district committee on nom-  
 2 inations and submit to the Conference Connectional Min-  
 3 istries Council a nomination for each vacancy. If neces-  
 4 sary, the election may take place by mailed ballot to the  
 5 Conference Connectional Ministries Council members. Af-  
 6 ter 15 days from such mailing, a majority vote by return  
 7 ballots shall constitute an interim election.

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

13 (11). Shall request annually from the secretary of each of the agen-  
 14 cies a report on the attendance record of members. The secre-  
 15 tary of each agency shall contact in writing each member of the  
 16 agency who has missed two consecutive meetings calling atten-  
 17 tion to the absences and request a response on a return card  
 18 within 15 days indicating a desire to remain as a member of that  
 19 agency. If there is not a request for continuing membership, the  
 20 office shall be declared vacant. The vacancy shall be filled in  
 21 accordance with the Rules of Order.

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

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

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

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

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

43 (e). As each nomination from the floor is made, a vote will be  
 44 taken for that particular position. When all nominations  
 45 from the floor are finished, a vote on the entire Confer-  
 46 ence Nominations Coordinating Committee report will be  
 47 taken.

48 b. Membership:

49 (1). Shall consist of one person from each district, nominated by the  
 50 district nominations committee and elected at the district con-  
 51 ferences, and one representative each from the Commission on  
 52 Ministry with Persons with Disabilities, the Commission on Reli-  
 53 gion and Race, and the Commission on the Status and Role of



- 1 Women, one youth and one young adult. The chair shall be  
2 elected from within the committee.
- 3 (2). There shall be an Executive Secretary of the Conference Nomi-  
4 nations Coordinating Committee who shall have the responsibil-  
5 ity of keeping a database for the leadership pool, providing an  
6 annual update for nominations matrices, keeping service rec-  
7 ords for clergy and laity, receiving nominations reports from dis-  
8 trict nominating committees, preparing the ballot for annual con-  
9 ference elections, preparing selected Journal pages (Organiza-  
10 tional Structure and Laity directories) for print, and receiving  
11 updates and changes to be communicated to appropriate bod-  
12 ies. The executive secretary shall not be a voting member of the  
13 Conference Nominations and Coordinating Committee.
- 14 (3). No current member of the Conference Nominations Coordinat-  
15 ing Committee may be nominated for any annual conference  
16 agency or position for which the committee has coordinating re-  
17 sponsibility until one year has elapsed since the person left the  
18 membership of the committee.
- 19 (4). No members of the same family shall serve concurrently as  
20 members of the Conference Nominations Coordinating Commit-  
21 tee. No person or immediate family member of a person em-  
22 ployed as a staff member of the annual conference or in any  
23 capacity by an agency of the annual conference, nor any per-  
24 son holding membership on any conference agency, shall be el-  
25 igible for membership on the Conference Nominations Coordi-  
26 nating Committee. If a member of the committee is appointed to  
27 the superintendency or the position of Assistant to the Bishop  
28 for Administration, Assistant to the Bishop for Connectional Min-  
29 istries, or the Conference Treasurer/Director of Administrative  
30 Services, he/she shall cease being a member of the committee.

#### 31 16. Resolutions Committee

- 32 a. **Functions:** (See VII.K.)  
33 b. **Members:**

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

#### 37 17. Committee on Rules of Order.

- 38 a. **Functions:**

- 39 (1). Be the primary steward of the Iowa Annual Conference Plan of  
40 Organization and Rules of Order and of the Standing Items.
- 41 (2). Receive and review proposed changes and/or additions to the  
42 Plan of Organization and Rules of Order.
- 43 (3). Report to the annual conference recommended changes to the  
44 Plan of Organization and Rules of Order to keep them in com-  
45 pliance with *The Book of Discipline*.
- 46 (4). Prepare guidelines for annual conference approval regarding  
47 election of General and Jurisdictional delegates.
- 48 (5). Prepare guidelines for annual conference approval regarding  
49 submitting General Conference petitions to the annual confer-  
50 ence for consideration.
- 51 (6). Following the annual conference session, edit and reconcile the  
52 Rules of Order to be in compliance with *The Book of Discipline*  
53 and annual conference action and to reduce duplication.

## (7). Standing Items.

- (a). The Standing Items are actions of, or reports to, past annual conference sessions which have a continuing effect as policy for the Iowa Annual Conference, its agencies and/or its churches.
- (b). 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.
- (c). The Rules of Order Committee shall review all current Standing Items in the year following each General Conference and recommend to the following year's Annual Conference those Standing Items to be retained. Any Standing Item not approved by the Annual Conference for retention shall be removed from the list of Standing Items.

**b. Membership:**

- (1). The membership shall consist of nine members including one youth, one young adult, and one ethnic minority, if possible.
- (2). Consultative members shall be: the conference secretary and the conference parliamentarian.

**18. Joint Committee on Clergy Medical Leave.** (§652)**19. Committee on Investigation (Diaconal Ministry).** (§2703.2)**20. Administrative Review Committee.** (§636)**21. 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 elder, one deacon, one associate member, one local pastor who has completed the course of study, one representative each from the Appointive Cabinet, the Board of Laity, the Board of Ordained Ministry and the Commission on the Status and Role of Women, 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.

**22. 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.

**23. Conference Secretary.** (§603.7) 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.

1           **24. Conference Parliamentarian.**

- 2           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.
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- 7           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.
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11           **D. Conference Benevolence Program.**

- 12           1. There shall be a **Conference Connectional Ministries Council** that is amenable to the Annual Conference.
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- 14           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 ¶608 of the *2012 Book of Discipline*. Further functions of the council are to:
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- 18           (1). Receive program recommendations from the local churches, the charge conferences, the district agencies, the annual conference agencies, and the Jurisdictional and General Councils on Ministries.
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- 22           (2). Plan and develop these recommendations into a coordinated program to be recommended to the annual conference for consideration, amendment, and adoption as the annual conference program.
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- 26           (3). Provide implementation for and administration of coordinated program as adopted by the conference.
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- 28           (4). Evaluate programs of the conference.

29           b. **Membership:**

- 30           (1). Officers of the council shall be the chairperson, vice chairperson/financial secretary and secretary. They shall be elected by the council upon nomination of the Conference Connectional Ministries Council Nominating Committee at the beginning of each quadrennium. Council officers' tenure shall be limited to no more than eight years. The nominees do not need to be members of the council at the time of their election. If already members of the council at the time of their election, they will be replaced as the representative of their respective district or agency.
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- 40           (2). Members of the executive committee shall be the officers, Bishop, Assistant to the Bishop for Administration, Assistant to the Bishop for Connectional Ministries, one district superintendent chosen by the cabinet, conference lay leader, chairs of each of the council's committees, and the elected representative of the Connectional Table of the United Methodist Church. It is desirable for one-half of the members of the executive committee to be lay persons. The Conference Treasurer and Director of Administrative Services and the President of the Council on Finance and Administration shall be consultants. The executive committee shall review the progress of and possible revisions in the program adopted by the Conference Connectional Ministries Council and receive reports from, and counsel with, the Leadership Development Ministers. The committee shall act as the fi-
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1 nance committee unless responsibility is assigned to some other  
2 committee.

- 3 (3). The general membership of the Conference Connectional Ministries  
4 Council shall include the chairpersons of each District  
5 Connectional Ministries Council, chairpersons of the conference  
6 program boards, chairpersons of the age level councils, chair-  
7 persons of the commissions, chairpersons of the Conference  
8 Connectional Ministries Council committees, each district super-  
9 intendent, the Leadership Development Ministers, presidents of  
10 the United Methodist Women and the United Methodist Men,  
11 conference secretary, the Conference Secretary of Global Min-  
12 istries, one additional representative from each of the following:  
13 youth council, United Methodist Women and United Methodist  
14 Men, and two young adults selected by the Conference Con-  
15 nectational Ministries Council nominating committee.
- 16 (4). Consultants shall be the President of Council on Finance and  
17 Administration, chairperson of the Conference Nominations Co-  
18 ordinating Committee and the Conference Leadership Develop-  
19 ment Coordinating Committee and the Ecumenical Partners.

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

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

- 30 (a). Mandated by *The Book of Discipline* and/or the annual  
31 conference Rules of Order.
- 32 (b). Program is to be implemented over a period longer than  
33 five years.
- 34 (c). Membership appointed by the bishop, as mandated by  
35 *The Book of Discipline*, or requested by the annual con-  
36 ference.
- 37 (d). Program budget is larger than \$50,000 and cannot be ad-  
38 equately administered on a quarterly basis by the parent  
39 agency.
- 40 (e). Program staffing requires a long-term (five years or more)  
41 advisory committee.

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

- 50 (a). Related agency clearly has asked and listened to the cus-  
51 tomer requesting resource support.
- 52 (b). Program has been scheduled for implementation.

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

1                   employment of salaried leadership, is presented to the annu-  
 2                   conference session, it may be considered by the con-  
 3                   ference only after receiving a two-thirds majority vote to  
 4                   consider.

5                   **(d).** When a program proposal is presented to the annual con-  
 6                   ference which requires the employment of salaried lead-  
 7                   ership and which has been rejected by the Program Re-  
 8                   view Committee or the Conference Connectional Minis-  
 9                   tries Council, the chairperson of the Program Review  
 10                  Committee or the Assistant to the Bishop for Connectional  
 11                  Ministries shall inform the conference of the reasons for  
 12                  the rejection.

13               **(e).** Membership:

14               **1).** One person selected from each district.

15               **2).** Ex-officio members shall be:

16               **a).** One representative from each of the following  
 17               commissions:

18               **i.** COSROW (shall be a woman).

19               **ii.** Ministry With Persons With Disabilities  
 20               (shall be a person with a disability).

21               **iii.** CORR (shall be an ethnic person).

22               **b).** One representative from the Young Adult  
 23               Council.

24               **c).** The Assistant to the Bishop for Administration.

25               **d).** The Assistant to the Bishop for Connectional  
 26               Ministries.

27               **e).** Cabinet representative.

28               **(2).** Committee on Planning and Research.

29               **(a).** Tasks:

30               **1).** Assist research activities,

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

32               **3).** Develop, organize and maintain an information  
 33               base,

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

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

39               **6).** Fund research projects.

40               **(b).** Membership shall be the chairperson and six members  
 41               selected for their expertise. The vice chairperson/financial  
 42               secretary and secretary shall be selected from the mem-  
 43               bership.

44               **(3).** Nominating Committee: Membership shall be the chairperson  
 45               selected from the membership of the Conference Connectional  
 46               Ministries Council and four general members selected by the  
 47               executive committee of the council, with the approval of the  
 48               council. They shall prepare nominations for membership on the  
 49               committees of the council and nominate the chairpersons for  
 50               the committees from the nominees prepared by the various  
 51               committees.

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- (4). Ethnic Local Church Concerns Committee: Membership shall be the chairperson and six general members representing the ethnic membership of Iowa United Methodist churches. The vice chairperson/financial secretary and secretary shall be selected from the general membership.
- (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 Board of Global Ministries. The chairperson of the committee will be a member of the Conference Connectional Ministries Council.
- (6). Native American Committee: (§654). Membership shall be the chairperson and six at-large members. The vice chairperson/financial secretary and secretary shall be selected from the general membership.
- (7). Other. The council may appoint such other committees, task groups, and consultants as may be deemed essential to the effective discharging of its responsibilities.
- e. **Conference Connectional Ministries Council Staff:**
- (1). The Bishop shall appoint an Assistant to the Bishop for Connectional Ministries, who shall be the executive responsible for carrying out the decisions of the Conference Connectional Ministries Council, and for providing leadership in the manner described in §608 of the *2012 Book of Discipline*.
- (2). There may be up to four part-time or full-time **Leadership Development Ministers**.
- (a). Their primary responsibilities will be:
- 1). Provide expertise in assigned areas.
  - 2). Resource district superintendents and field outreach ministers.
  - 3). Provide leadership training on a conference-wide and regional scale.
  - 4). Develop Christian stewards.
- (b). The Leadership Development Ministers will address the following, utilizing the conference's strategic plan to set priorities for their work:
- 1). Mission
  - 2). Social Justice
  - 3). Camping
  - 4). Spiritual Formation
  - 5). New Ministry development which includes helping the Iowa Annual Conference develop new congregations, faith communities and community ministries.
  - 6). Evangelism
  - 7). Youth
  - 8). Young Adult
  - 9). Christian Education
  - 10). Older Adult Ministry
- (c). The Leadership Development Ministers will be guided and supervised by the Assistant to the Bishop for Connectional Ministries.
- (3). For someone to be considered as a Leadership Development Minister that person must:

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

3 (b). Be amenable through the Assistant to the Bishop for Con-  
4 nectional Ministries to the Conference Human Resources  
5 Committee and work cooperatively in accepting assign-  
6 ments under the leadership of the Assistant to the Bishop  
7 for Connectional Ministries.

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

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

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

41 a. **Board Membership**

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

- 48 (a). young adults;  
49 (b). ethnics;  
50 (c). over 64 years of age;  
51 (d). advocates for persons with disabilities.

52 (2). Each program board shall include one person nominated by  
53 each district committee on nominations.



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

derstood by the Camp, Conference, and Retreat Ministries leaders, and that the Camp, Conference and Retreat Ministries' needs and issues are understood by the churches and annual conference agencies.

- 3). Establish standards of quality for carrying out all aspects of the ministry with systems of accountability for assuring that the standards are maintained.
  - 4). Set annual goals which are attainable and measurable, and establish a regular system of accountability and feedback to assure that the goals are met and new goals established.
  - 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*, (§1629).
- (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, at least one person from each district, the Peace with Justice Coordinator, and one youth. The Mission Coordinator for Social Action for the Iowa Conference 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 discern for each quadrennium, three or four foci for their work to create quadrennial working committees. These foci shall be issues consistent with the work of the General Board of Church and Society and be pertinent to the lives of Iowans. Persons who have special interest and knowledge may be recruited by Board members for membership in quadrennial working committees. Working committees shall be focused in the districts and will educate and engage local churches; develop leaders; mobilize persons to make a difference; and engage in advocacy and resolutions.

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- (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).
- (a). Officers of the board and the members of the executive committee shall be: chairperson, vice chairperson, secretary and financial secretary. The officers may be selected from outside the membership of the board.
- (b). Membership shall include one person from each district, the Conference Secretary of Global Ministries who will chair the Mission Education standing committee, the Conference Volunteers in Mission Coordinator who will chair the Volunteers in Mission Standing Committee, the Conference Iowa-Nigeria Partnership Coordinator who will chair the Iowa-Nigeria Partnership Standing Committee, the Conference Disaster Preparedness and Response Coordinator, who will chair the Disaster Preparedness and Response Standing Committee, the chairpersons of the four remaining standing committees, and one youth.
- (c). The executive committee of the Conference Board of Global Ministries shall appoint a Conference Disaster Preparedness and Response Coordinator.
- (d). The Mission Coordinator for Education and Interpretation of the Iowa Conference United Methodist Women shall be an ex-officio member.
- (e). The board shall have the following standing committees:
- 1). Parish Development Ministries
  - 2). Community and Institutional Ministries
  - 3). Mission Education
  - 4). Hispanic/Latino Ministries
  - 5). Volunteers in Mission
  - 6). Iowa-Nigeria Partnership
  - 7). Disaster Preparedness and Response
  - 8). Justice For Our Neighbors
- (5). **Board of Higher Education and Campus Ministry** with functions as outlined in *The Book of Discipline* (§634).
- (a). Officers of the board and members of the executive committee shall be the chairperson, vice-chairperson/financial

1 secretary and secretary. The officers may be selected  
2 from outside the membership of the board.

3 (b). Membership shall include one person from each district  
4 and at least one youth and one young adult.

5 (c). Consultants may be the presidents of the Iowa United  
6 Methodist-related colleges or their designees, and a rep-  
7 resentative from each of the Wesley Foundations, which  
8 may be the director or a designee. Where community col-  
9 lege ministries are viable, an advocate may be added to  
10 the board as a consultant.

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

13 (a). Officers of the board and members of the executive com-  
14 mittee shall be the chairperson (Conference Lay Leader),  
15 Associate Conference Lay Leader, secretary, financial  
16 secretary, and Conference Director of Lay Speaking Min-  
17 istries. The Associate Conference Lay Leader, secretary,  
18 and financial secretary may be selected from outside the  
19 membership of the board. The Conference Lay Leader  
20 shall be elected quadrennially on nomination of the Board  
21 of Laity. A person who has served on the Board of Laity  
22 for the maximum eight years tenure allowed agency  
23 members may have an additional four years of tenure, if  
24 elected Conference Lay Leader. (Exception to tenure rule  
25 IV.C.7.a.)

26 (b). Membership shall include each district lay leader, one  
27 youth and the officers.

28 (c). Ex-officio members shall be the Conference Scouting Co-  
29 ordinator, the presidents of Conference United Methodist  
30 Women and United Methodist Men, the chairperson of the  
31 Conference Council on Youth Ministries, a United Method-  
32 ist young adult, representative of Heifer Project Interna-  
33 tional, representative of the School for Lay Ministry, rep-  
34 resentative of Thanksgiving Ingathering, and the Bishop  
35 or Bishop's designees.

36 3. **Board of Ordained Ministry**, with functions as outlined in *The Book of Dis-*  
37 *cipline*, §1635. (Also, see V, of this Plan of Organization and Rules of Order.)

38 a. Officers of the board shall be the chairperson, vice-chairperson or  
39 chair-elect (in charge of Examination Teams), examination coordina-  
40 tor, registrar, secretary, and financial secretary. Members of the exec-  
41 utive committee shall also include the chairs of the Order of Elders,  
42 the Order of Deacons, and The Fellowship of Local Pastors and As-  
43 sociate Members, the chairs of Board committees, one district super-  
44 intendent, and the Assistants to the Bishop.

45 b. Membership shall consist of seventy persons nominated by the bishop  
46 and elected by the annual conference for a term of four years. At least  
47 one-fifth of the board shall be lay persons, which may include diaconal  
48 ministers. Board membership shall include at least one ordained clerg-  
49 y person in retired relationship, at least one ordained clergy person  
50 in extension ministry, and two district superintendents who are to rep-  
51 resent the cabinet. At least two associate members or local pastors  
52 who have completed the Course of Study shall be members of the  
53 board with voice and vote.

- 1           **4. Conference Council on Youth Ministry.** (§649).
- 2           **a.** The officers and executive committee shall be the chairperson, chair-
- 3           person-elect and secretary who shall be selected from the youth gen-
- 4           eral membership of CCYM.
- 5           **b.** Membership shall include one adult youth coordinator from each dis-
- 6           trict, sixteen youth under 18 years of age, the chair, chair-elect and
- 7           secretary, The district youth coordinators (for membership on CCYM)
- 8           and the sixteen youth members will be nominated by the Conference
- 9           Nominations Coordinating Committee.
- 10          **c.** The Conference Nominations Coordinating Committee shall provide a
- 11          list of nominees for youth members of conference agencies.
- 12          **d.** The Conference Connectional Ministries Council, in consultation with
- 13          the Conference Council on Youth Ministry, shall nominate quadrenni-
- 14          ally a Conference Coordinator of Youth Ministry to be elected by the
- 15          annual conference.
- 16          **5. Conference Council on Older Adult Ministries.** (§651).
- 17          **a.** Officers and members of the executive committee shall be the chair-
- 18          person, vice chairperson/financial secretary, and secretary. The offic-
- 19          ers shall be selected from the general membership.
- 20          **b.** Membership:
- 21              **(1).** shall be in accordance with §651.2, and
- 22              **(2).** shall include one representative from each district.
- 23          **6. Young Adult Council** (§650). Formation of this council is in process.
- 24
- 25          **7. Christian Unity and Interreligious Concerns Commission** (§642).
- 26          **a.** Membership shall be the chairperson, one person selected from each
- 27          district, and one youth. The vice chairperson/financial secretary and
- 28          secretary shall be selected from within the membership.
- 29          **b.** Ex-officio members shall be the Ecumenical Partner and the United
- 30          Methodist Women representative to Church Women United.
- 31          **8. Advocacy Commissions.** The purpose of the following listed commissions
- 32          which will relate directly to the Conference Connectional Ministries Council,
- 33          will be to advocate, monitor, and serve as catalysts to insure that the con-
- 34          cerns of their constituents are adequately represented in conference pro-
- 35          gramming. They are not to be programming groups in and of themselves,
- 36          but rather they shall encourage other agencies to program with their con-
- 37          cerns in mind. Their functions may include: collecting and assessing infor-
- 38          mation, interpreting needs, providing resources and consultative services.
- 39          **a. Religion and Race** (§643).
- 40              **(1).** The officers of the commission and members of the executive
- 41              committee shall be the chairperson, vice chairperson/financial
- 42              secretary and secretary. The vice chairperson/financial secre-
- 43              tary and secretary shall be selected from the general member-
- 44              ship.
- 45              **(2).** Membership shall include one person selected from each dis-
- 46              trict, one youth, one young adult, and six ethnic fellowship
- 47              group representatives each of whom will advocate on behalf of
- 48              one of the following conference ethnic fellowships:
- 49                  **(a).** African-American
- 50                  **(b).** Asian
- 51                  **(c).** Filipino
- 52                  **(d).** Hispanic
- 53                  **(e).** Korean

- 1 (f). Native American
- 2 (3). One ecumenical partner from each of the following churches:
- 3 (a). African Methodist Episcopal Church (AME)
- 4 (b). African Methodist Episcopal Zion Church (AMEZ)
- 5 (c). Christian Methodist Episcopal Church (CME)
- 6 **b. Status and Role of Women (§644)**
- 7 (1). Membership shall include one person selected from each dis-
- 8 trict, one youth, and six at-large members. The vice chairper-
- 9 son/financial secretary and secretary shall be selected from the
- 10 membership.
- 11 (2). A representative appointed by and from the Conference United
- 12 Methodist Women shall be an ex-officio member.
- 13 (3). Co-chairpersons shall be elected from the at-large members.
- 14 **c. Ministry With Persons With Disabilities (§653).** Membership shall
- 15 be the chairperson, one youth, and one person selected from each
- 16 district. The vice-chairperson/financial secretary and secretary shall
- 17 be selected from the membership. At least one-half of the members of
- 18 this commission shall be persons having disabilities.
- 19 **9. Task groups.**
- 20 **a.** A proposal for an annual conference task group shall include budget
- 21 provisions for the work of the task group.
- 22 **b.** When the annual conference approves a motion for a new task group,
- 23 the motion shall be referred to the Executive Committee of the Con-
- 24 ference Connectional Ministries Council for its recommendation as to
- 25 possible assignment to an existing agency. The Conference Connec-
- 26 tional Ministries Council Executive Committee shall report back to the
- 27 same annual conference session for its vote on the recommendation.
- 28 **10. Sunset Rule.** When a new study committee, task group, or similar group is
- 29 authorized by the annual conference, there shall be included the date when
- 30 the work of the group is to be completed and the group disbanded.
- 31 **E. Conference Lay Organizations.**
- 32 1. United Methodist Women (§647).
- 33 2. United Methodist Men (§648).
- 34 3. Council on Youth Ministry (§649)
- 35 4. Iowa United Methodist Student Movement.
- 36 **F. Health and Welfare Organizations Related to the Iowa Annual Conference:**
- 37 1. Health and Welfare organizations and institutions located within the bounds
- 38 of the Iowa Annual Conference that establish and maintain relationship
- 39 statements with the annual conference shall be recognized as related or-
- 40 ganizations.
- 41 2. Relationship Statements with Health and Welfare Organizations:
- 42 **a.** Must comply with all of the terms in ¶2517.1, ¶2517.2 and ¶2517.4 of
- 43 *The 2012 Book of Discipline of The United Methodist Church.*
- 44 **b.** Must include terms by which the organization promises to evaluate it-
- 45 self for excellence in ministry by either:
- 46 1) Pursuing and achieving accreditation in an industry-recognized na-
- 47 tional accreditation body appropriate to a faith-based organization, or
- 48 2) Utilizing programmatic standards, self-study and peer review appro-
- 49 priate to church-related institutions and programs that promote ex-
- 50 cellence in Christian ministry and mission and enhance the quality of
- 51 services offered by the institution.

- 1 c. Must be reviewed by the conference chancellor prior to adoption by the
- 2 Annual Conference Session.
- 3 d. Health and Welfare organizations are strongly encouraged to pursue
- 4 membership in the United Methodist Association.
- 5 3. Organizations which have complied with the requirements herein and have
- 6 a current relationship statement with the Iowa Annual Conference:
- 7 a. Shall be listed in the General Directory of the Iowa Annual Conference
- 8 Journal and on the official web site of the Iowa Annual Conference,
- 9 with a link to each organization's web page;
- 10 b. May request display space at Annual Conference Session and other
- 11 conference gatherings; and
- 12 c. May request promotion of the ministry through the communication
- 13 channels of the conference.
- 14 4. The Conference Connectional Ministries Council is responsible for estab-
- 15 lishment and maintenance of the relationship statements between the an-
- 16 nual conference and qualifying institutions and organizations.
- 17 a. A task group of no more than six persons shall review all submitted re-
- 18 lationship statements and prepare recommendations of adoption/non-
- 19 adoption to the Conference Connectional Ministries Council.
- 20 b. The task group shall be comprised of representatives of the Confer-
- 21 ence Connectional Ministries Council, the Conference Board of Trus-
- 22 tees and the Standing Commission on Community and Institutional
- 23 Ministries of the Conference Board of Global Ministries.
- 24 c. The Conference Connectional Ministries Council shall act upon the
- 25 recommendations of the task group and report their action to the Con-
- 26 ference Board of Trustees.
- 27 d. All relationship statements must be reviewed and renewed every four
- 28 years.
- 29

### 30 III. DISTRICT MINISTRIES

- 31 A. **District Conference.** There shall be a district conference in each district. (§658-
- 32 §659).
- 33 1. **Membership.** The district conference shall be composed of all the clergy,
- 34 diaconal ministers, deaconesses, the church lay leader, the president of
- 35 United Methodist Women, president of United Methodist Men, and president
- 36 of United Methodist Youth Fellowship from each local church, the lay mem-
- 37 ber(s) of the annual conference from each charge, equalization lay mem-
- 38 bers of the annual conference, the district lay leader and associate district
- 39 lay leaders, the president of the district United Methodist Women, the presi-
- 40 dent of the district United Methodist Men, the district director of Age-Level
- 41 Council, District Youth Ministries Council, all district Connectional Ministries
- 42 Council members, the Field Outreach Minister, and such other persons as
- 43 the district conference may determine.
- 44 2. The district conference may choose its own order of business. The secre-
- 45 tary duly elected shall keep an accurate record of the proceedings.
- 46 3. The district superintendent shall be the presiding officer of the district con-
- 47 ference.
- 48 4. The district conference, in consultation with the Council on Finance and
- 49 Administration may raise funds from the churches of the district for experi-
- 50 mental ministries within the district. Such funds shall be deposited in the
- 51 central treasury of the annual conference and disbursed on voucher.
- 52 5. The district conferences shall meet at least thirty days before the annual
- 53 conference session of the first year of the quadrennium, to elect members of
- 54 the conference program agencies and the Conference Nominations Coordi-

1 nating Committee and the Conference Leadership Development Coordinat-  
 2 ing Committee, as designated by this plan.

3 6. The persons elected by the district conference shall include:

4 a. The District Connectional Ministries Council chairperson who shall al-  
 5 so be the district representative on the Conference Connectional Min-  
 6 istries Council.

7 b. One person as the quadrennial member of each of the following, and  
 8 to fill vacancies as they occur:

9 (1). Board of Camp, Conference and Retreat Ministries (This person  
 10 shall be the District Camp, Conference and Retreat Ministries  
 11 Coordinator)

12 (2). Board of Church and Society

13 (3). Board of Discipleship

14 (4). Board of Global Ministries

15 (5). Board of Higher Education and Campus Ministries

16 c. One representative to the Conference Nominations Coordinating  
 17 Committee. (See II.C.15.b.(1).)

18 d. One representative to the Conference Leadership Development Co-  
 19 ordinating Committee. (See II.C.14.b.)

20 e. District Coordinators of Age-Level Council, who shall represent their  
 21 district on the age-level council of the annual conference.

22 f. The district lay leader and the district personnel of the Board of Laity.

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

25 1. The Field Outreach Minister shall resource local churches to provide effec-  
 26 tive leadership, ministry programs and mission outreach within their local  
 27 community and around the world.

28 2. The teams will work collaboratively and cooperatively to promote effective  
 29 ministry.

30 3. The teams will be guided and their effectiveness evaluated by the bishop.

31 4. The District Superintendency Committee will assist the bishop in evaluating  
 32 and advising the work of both the district superintendent and field outreach  
 33 ministry and report annually to the bishop.

34 5. Each district superintendent and each field outreach minister will resource  
 35 no more than one conference agency.

36 6. The Field Outreach Minister may be part-time or full-time, may serve more  
 37 than one district, or may be based out of the conference center.

38 7. The foci for the ministry of the Field Outreach Minister will be based upon  
 39 the priorities set by the annual conference in its strategic plan.

40 8. The number of Field Outreach ministers will be set by the Bishop and the  
 41 appointive cabinet.

42 C. **Stewardship Team**. Each district shall have a Stewardship Team comprised of  
 43 members determined by the district superintendent. The Stewardship Team will  
 44 help churches of the district to meet their financial responsibilities to the confer-  
 45 ence by taking actions such as:

46 1. Contacting local churches to encourage faithful giving.

47 2. Providing resources to enhance local church stewardship

48 3. Tracking local church apportionment giving on a quarterly basis.



- 1       **D. Local Ministry Action Teams:** Churches in each district shall be strongly en-  
 2       couraged to organize into Local Ministry Action Teams. The primary purpose of  
 3       these ministry action teams will be to work cooperatively to reach out to persons  
 4       who are not currently being reached by the ministry outside the walls of our  
 5       churches.
- 6       **E. District Connectional Ministries Councils.** There shall be in each district a  
 7       Connectional Ministries Council elected by the district conference.
- 8       **1. Functions.**
- 9       **a.** To develop a district ministry vision and strategy that is in alignment  
 10       with the stated mission of the annual conference.
- 11       **b.** To develop within the district and between districts ministries and  
 12       leadership that are in alignment with the vision and strategy of the dis-  
 13       trict(s), working in collaboration with the Leadership Development Min-  
 14       isters, the District Ministry Team and the Conference Connectional  
 15       Ministries Council.
- 16       **c.** To create opportunities for feedback on and evaluation of the district's  
 17       programming and ministry development work.
- 18       **d.** To connect local congregations to one another and to the annual con-  
 19       ference by establishing channels of communication and opportunities  
 20       for dialogue.
- 21       **e.** To develop Local Ministry Action Teams in collaboration with the Dis-  
 22       trict Ministry Team.
- 23       **f.** To recruit, train and support the District Stewardship Teams. To over-  
 24       see the administration of grant-related responsibilities assigned to or  
 25       residing within the district.
- 26       **g.** To receive reports from grant recipients and other ministry groups  
 27       within the district as shall be determined by the Council, for the pur-  
 28       poses of communicating information about ministries in the district and  
 29       assuring faithful stewardship of available grant funding.
- 30       **h.** To administer funds received from the annual conference and funds  
 31       raised by the district. District monies may not be used for conference  
 32       programs unless the District Connectional Ministries Council authoriz-  
 33       es such use. No individual officer or member of the District Connec-  
 34       tional Ministries Council has authority to use district monies without  
 35       action of the Council.
- 36       **2. Membership.** Each district may determine the number of persons needed  
 37       for fulfilling the strategic and administrative work that will be done by the  
 38       District Connectional Ministries Council. It is strongly recommended that  
 39       membership be chosen to include a balance of clergy and laity, men and  
 40       women, as well as representation of ethnic persons, youth/young adults,  
 41       and older adults. The district presidents of United Methodist Men and United  
 42       Methodist Women may be part of the Council; districts are encouraged to  
 43       include Volunteers in Mission and Disaster Response coordinators on the  
 44       Council. The District Conference shall determine and elect the membership.  
 45       The Field Outreach Minister assigned to the district shall be a member, as  
 46       well as the following officers:
- 47       **a.** The district superintendent, who shall have primary administrative re-  
 48       sponsibility.
- 49       **b.** A chairperson, elected by the district conference, (III.A.6.a.)
- 50       **c.** The district lay leader, elected by the district conference, (III.A.6.f.)
- 51       **d.** A secretary, elected by the district conference.

- 1           3. In order to foster a collaborative relationship between the ministry of local  
2 churches, districts, and the annual conference, the chairperson of the Dis-  
3 trict Council shall represent the district at the Conference Connectional Min-  
4 istries Council, or designate another member of the district council to serve  
5 in his/her place.
- 6           4. In order to fulfill the above functions, the District Connectional Ministries  
7 Council may organize its work as best serves the missional activities of the  
8 districts. This includes, but is not limited to, assigning responsibilities to and  
9 setting timelines for task groups, sub-district groups and special purpose  
10 committees. It is strongly encouraged that the District Council annually re-  
11 views the representation in each subgroup; then, working with the District  
12 Nominations Committee, develop and recruit leadership that will ensure the  
13 ongoing vitality of the district's life.
- 14          5. By June 1<sup>st</sup> of each year, the District Connectional Ministries Councils shall  
15 report their functioning structures, including all working subgroups, to the  
16 Conference Connectional Ministries Council through the Chairperson of the  
17 Conference Connectional Ministry Council and the Assistant to the Bishop  
18 for Connectional Ministries.
- 19          6. Because of their specialized functions, the District Committee on Ordained  
20 Ministry and the District Board of Church Location and Building shall be con-  
21 tinued as separate agencies.
- 22          7. The District Connectional Ministries Council shall meet at least three times a  
23 year and such other times as shall be necessary.

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

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

- 26          1. This committee shall prepare a list of names of local church persons as  
27 suggested nominees for district and conference positions. These names  
28 shall be presented to the district superintendent as a part of the regular  
29 charge conference report to the district superintendent.
- 30          2. The term of office for elected personnel in local churches by the charge con-  
31 ference or annual church conference shall be from January 1 through De-  
32 cember 31. The lay member of the Annual Conference may be elected an-  
33 nually or quadrennially by the charge conference next preceding the regular  
34 meeting of the General Conference, as each charge conference so decides.

##### 35 B. District Nominations Committee

- 36          1. Responsibilities.
  - 37           a. Nominate for district responsibilities as determined by the district con-  
38 ference, *The Book of Discipline*, and the annual conference Rules of  
39 Order.
  - 40           b. Provide nominees for election by district conference to membership  
41 on conference agencies.
  - 42           c. Submit to the Conference Nominations Coordinating Committee a list  
43 of persons to be nominated for other conference agencies according  
44 to the matrix provided by the Conference Nominations Coordinating  
45 Committee.
  - 46           d. Channel all information for conference elections, including those made  
47 by districts, and *Iowa Annual Conference Journal* records through the  
48 Conference Nominations Coordinating Committee.
  - 49           e. Adhere to the conference-determined guidelines (See IV.C.)
  - 50           f. Nominate for vacancies between district conference sessions by sub-  
51 mitting one or more nominees for each vacancy for election by the

1 District Connectional Ministries Council, including those vacancies  
2 created by persons moving from the district.

3 g. Cooperate fully with the Conference Nominations Coordinating  
4 Committee in keeping accurate and systematic records of all transactions.

5 2. Membership. The District Nominations Committee is nominated and elected  
6 by the district conference by majority vote and shall be composed of six to  
7 twelve members and the district representatives to the Commission on the  
8 Status and Role of Women, the Commission on Religion and Race, and the  
9 Commission on Ministry with Persons with Disabilities or their designees,  
10 plus one youth and/or one young adult. It is strongly recommended that the  
11 membership consist of at least two laywomen, two laymen, and two clergy,  
12 with sensitivity to gender, ethnicity, persons with disabilities, age (including  
13 youth), geography, clergy who have been members of the annual confer-  
14 ence for less than ten years, and lay persons who have demonstrated local  
15 church leadership. These persons shall serve a four year term of office and  
16 cannot serve more than eight consecutive years or a major part of two  
17 terms, except for the first election, at which time the terms of office may be  
18 shortened to set up the rotating pattern. Members must belong to a United  
19 Methodist church located within the district. It is strongly recommended that  
20 the election shall take place so that one clergy, one layman, and one lay-  
21 woman shall rotate off each year. After such service, four years shall elapse  
22 before a person shall be eligible for membership on the District Nominations  
23 Committee. The district superintendent, the district lay leader and the Field  
24 Outreach Minister shall be consultative members of the District Nominations  
25 Committee without vote.

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

28 4. Term of Office shall begin July 1 and be for a four year term with a maxi-  
29 mum of two terms.

### 30 C. Conference Nominations and Elections Rules.

31 1. For the purposes of nominations and elections the following definition shall  
32 apply in reference to the term "annual conference agencies." The agencies  
33 of the Iowa Annual Conference are the regularly established boards, com-  
34 missions, councils, standing committees, and committees. Not included are:  
35 the Conference Connectional Ministries Council and its subcommittees,  
36 Conference Council on Youth Ministry, Young Adult Council, Older Adult  
37 Council, Annual Conference Administrative Coordinating Council, Commit-  
38 tees on Investigation, Administrative Review Committee, Joint Committee  
39 on Incapacity, the Committee on the Episcopacy, task forces or task groups,  
40 ecumenical groups, ex-officio members by virtue of membership on a gen-  
41 eral agency, or committees related to the conduct of the annual sessions of  
42 the conference.

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

46 3. If a person nominated is a family member of a member on the district com-  
47 mittee, the latter must refrain from any involvement in decision making  
48 about the position for which nominations are being sought and recommend-  
49 ed. No member of a district committee may nominate a member of his or  
50 her family for membership on any annual conference agency or position for  
51 which the district committee has nominating responsibility.

52 4. An employed staff member of the annual conference shall not be eligible for  
53 any agency membership unless *The Book of Discipline* stipulates otherwise.

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5. A district superintendent shall not be the chairperson of any agency; neither shall a clergy person continue as a chairperson if he/she is appointed district superintendent.
  6. The term of office for members of agencies of the conference are for four years. If the election occurs at annual conference, the term of office shall begin on July 1, unless otherwise provided by Articles of Incorporation or proper authority.
  7. **Tenure:**
    - a. There shall be an eight year tenure limitation for members of conference agencies unless a different number of years is specified elsewhere, including elective and ex-officio district representation. In accord with Paragraph 635.1.a of the *2012 Book of Discipline* members of the Annual Conference Board of Ordained Ministry may serve a maximum of three consecutive four-year terms.
    - b. If a new agency is established, membership on a predecessor agency shall be counted as tenure limitations.
    - c. Regardless of previous positions held on the Conference Connectional Ministries Council, no person (except the bishop, members of the appointive cabinet, the conference secretary, and the assistant to the bishop for administration) shall serve as a voting member of the Conference Connectional Ministries Council for more than eight consecutive years.
    - d. A person whose tenure has expired may not be re-elected to that agency until he/she has been off of the agency for four years.
    - e. A person filling a vacancy on a conference agency shall not be subject to the term of office of the preceding member. This applies also to a district representative on a conference agency.
    - f. No person shall serve more than sixteen consecutive years on two or more conference agencies. After reaching the sixteen year limit, a person will not be eligible for membership on any conference agency, until two years have elapsed. Ex officio service shall not be subject to this limitation.
  8. The Conference Nominations Coordinating Committee shall encourage the district committees on nomination to be reasonably certain that the persons they nominate are:
    - a. Competent to represent the church in this particular field.
    - b. Willing to make an effort to attend meetings.
    - c. Willing to do a reasonable amount of homework on committee assignments for the agency.
    - d. Active members of a local United Methodist Church.
    - e. Able to demonstrate a commitment to the United Methodist connection, the biblical and historical foundations of the United Methodist Church and the good stewardship of annual conference resources.
  9. No person may be an elective member of more than one annual conference agency, including those nominated for district representation. However, ethnic persons may serve on one agency in addition to the Commission on Religion and Race; persons with disabilities may serve on one agency in addition to the Commission on Ministry with Persons with Disabilities youth may serve on one agency in addition to the Youth Council.

1           **10.** A member of the Council on Finance and Administration shall not be permit-  
2           ted elective membership on any other conference agency or any other  
3           agency receiving financial support from the conference.

4           **D. Election of Officers of Agencies.**

- 5           **1.** Officers of agencies shall be elected from within the membership of the  
6           agency unless otherwise exempt in the Rules of Order. They shall be elect-  
7           ed for a quadrennium, unless the Articles of Incorporation, *The Book of Dis-*  
8           *cipline*, or these Rules of Order state otherwise. The officers shall assume  
9           their duties on July 1, unless the Articles of Incorporation or *The Book of*  
10          *Discipline* state otherwise.
- 11          **2.** If the agency has been newly organized it shall be convened by the Cabinet  
12          or the Conference staff representative to the agency.
- 13          **3.** The previous officers shall maintain the functions of the agency and plan for  
14          and carry out the meeting in which the elections are held. These officers  
15          have a vote only if they are continuing as members of the agency.
- 16          **4.** The chairperson in consultation with the staff person related to the agency  
17          may appoint members of the agency to serve as a nominating committee.
- 18          **5.** If the person elected chairperson of an agency is a district representative,  
19          that person becomes an at-large member. The district formerly represented  
20          by the newly elected chairperson shall choose another representative.

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

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

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

- 26          **1.** The Annual Conference session one year before a session in which dele-  
27          gates are elected to General and Jurisdictional Conference shall adopt pro-  
28          cedures governing said elections. The Conference Secretary shall be re-  
29          sponsible for coordinating the election process.
- 30          **2.** The first and second lay and clergy alternates elected to the General Con-  
31          ference shall be reimbursed by the annual conference at the same rate as  
32          those elected to General Conference. The first and second lay and clergy  
33          alternates elected to Jurisdictional Conference shall be reimbursed by the  
34          annual conference at the same rate as those elected to the Jurisdictional  
35          Conference.  
36          Conference.

37          **G. Nomination of Person(s) for the Office of Bishop.** The annual conference, at  
38          the session immediately prior to the next regular session of the Jurisdictional  
39          Conference, may nominate a person or persons for the office of bishop (§405.1).  
40          The clergy members elected to the General Conference delegation and any cler-  
41          gy members nominated from the floor will constitute the ballot on which all lay  
42          members and all clergy members may vote to select the conference's nominee. If  
43          the annual conference chooses to have more than one nominee, then subse-  
44          quent ballots shall be taken to select them.  
45          

46          **V. MINISTERIAL QUALIFICATIONS AND RELATIONS**

47          **A. Approval or Admission.**

- 48          **1.** Candidates seeking admission as associate, provisional, or full members  
49          shall submit all required documents to the Board of Ordained Ministry by the  
50          date announced by the Board for the year in which they seek admission.  
51

- 1           2. All persons who will be appointed for the first time as full-time Local Pastors  
2 shall be examined and must be approved by a District Committee of Or-  
3 dained Ministry.

4 **B. Candidate Assessment.**

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

12 **C. Education and Service Requirements.**

- 13           1. Those persons seeking ministerial relationship and membership in the Iowa  
14 Annual Conference shall have completed all requirements listed in the *The*  
15 *2012 Book of Discipline*.  
16           a. For full connection and ordination as Elder, ¶335.  
17           b. For full connection and ordination as Deacon, ¶330.  
18           c. For provisional membership, ¶324.  
19           d. For associate membership, ¶322.  
20           e. For transferring clergy from other Annual Conference and Other Meth-  
21 odist Denominations, ¶347.1-2.  
22           f. For transferring clergy from Other Denomination, ¶347.3  
23           2. Those persons seeking full and associate membership in the Iowa Annual  
24 Conference shall have satisfactorily completed one unit of Clinical Pastoral  
25 Education or an alternate equivalent program approved in advance by the  
26 Board Ordained Ministry.  
27           3. Those persons seeking ministerial relationship and membership in the Iowa  
28 Annual Conference shall participate in the Residency in Ministry and Men-  
29 toring Program, and School for Ministry or Board of Ordained Ministry ap-  
30 proved continuing education event as required by the Board until their cre-  
31 dentialing and ordination processes are completed.

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

- 34           1. Unless otherwise disposed of by the Conference, all matters pertaining to  
35 the subject of conference relations shall be referred to this board, which  
36 shall investigate the same and report its finds and recommendations to the  
37 conference.  
38           2. Any member applying for medical leave shall be required to present to the  
39 board a physician's certificate or report as to his/her physical condition.  
40           3. Those members who are in the retired or leave of absence relationship or  
41 on medical leave shall be considered by this board each year without formal  
42 reference.  
43           5. All requests for change of relationship, reinstatement or restoration of cre-  
44 dentials shall be referred to the Board of Ordained Ministry and no action  
45 shall be taken by the conference until the Board has made its report and  
46 recommendation.

1 **E. Finance.**

- 2 1. The Board of Ordained Ministry shall perfect internal organization for the  
3 adequate administration of all available funds having to do with ministerial  
4 education and recruitment for the ordained ministry.
- 5 2. Earnings accrued from unexpended money in the Ministerial Education  
6 Fund shall be credited to the same.

7 **F. Financial Obligation.**

- 8 1. Percentage payments. Amounts in default, at time of union and thereafter  
9 with simple interest at three percent from the time of union, shall constitute  
10 a lien on the defaulting clergy person's annuity, and upon his/her retirement  
11 or death the Conference Board of Pensions shall recover the shortage by  
12 appropriating the amount of the lien from the annuity of the involved, subject  
13 to the regulations and limitations prescribed by *The Book of Discipline* of  
14 The United Methodist Church.
- 15 2. Proportional payments (§622). The Conference Board of Pensions shall  
16 keep a complete record of all church failures to pay their Ministerial Support  
17 Apportionment in full. The Board shall engage in appropriate educational ef-  
18 forts to inform local church treasurers and pastors of their responsibility to  
19 implement proportional payments of pastoral compensation when the Minis-  
20 terial Support Apportionment is not paid in full. This same principle shall ap-  
21 ply to district superintendents in regard to the total for the district to which  
22 they are assigned.

- 23 **G. Moral and Official Conduct of Clergy.** The method of approval of the moral and  
24 official conduct of the clergy members of the conference shall be by means of the  
25 Board of Ordained Ministry making inquiry of each district superintendent about  
26 each ordained minister in the district, and inquiring of the bishop about each dis-  
27 trict superintendent, and one report being made by the Board of Ordained Minis-  
28 try to the bishop and the conference. (§604.4 and §605.7).

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

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

- 36 **A. Fiscal and Statistical Year.** The fiscal and statistical year of the annual confer-  
37 ence shall be from January 1, to December 31. (§721).

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

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

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

- 51 1. Rules established by the annual conference for the guidance of the confer-  
52 ence treasurer shall be as follows:

- 1           a.    The treasurer shall serve as the fiscal agent (not the treasurer) of  
2           each of the several agencies. This means that the treasurer shall not  
3           be considered an ex-officio member of that board or commission, but  
4           will simply handle the funds, and be properly bonded for the same.
- 5           b.    The fiscal agent shall keep a separate account for each board with  
6           sub-accounts for special purposes tied in with the budget of the agency  
7           to facilitate reporting to the agency.
- 8           c.    A statement of each account shall be prepared at least quarterly. Cop-  
9           ies of the financial statements shall be distributed annually to the per-  
10          tinent agency, the Council on Finance and Administration, and the  
11          Conference Connectional Ministries Council.
- 12          d.    The agency shall designate and officially notify the fiscal agent as to  
13          the person or persons having the right to draw the vouchers.
- 14          e.    The conference treasurer, serving as the fiscal agent, shall not pass  
15          on the justifiability of an expenditure called for by the voucher. When  
16          expenses occur that are in excess of the spending limits within an  
17          agency the treasurer shall notify that agency. The treasurer shall noti-  
18          fy the agency chair or the Assistant to the Bishop for Connectional  
19          Ministries in the event of vouchers which seem to be in violation of  
20          conference rules or good accounting practice.
- 21          f.    Vouchers requesting payment to the person signing the voucher shall  
22          have a second signature. The signature would be that of the chairper-  
23          son of the parent agency or the conference staff person relating to the  
24          committee or office in question.
- 25        2.    The conference treasurer shall be responsible for the employment of the  
26        person or persons who work as assistants in the treasurer's office, in con-  
27        sultation with the chairperson of the Council on Finance and Administration.  
28        The same rules as to vacation, sick leave, etc., shall apply to such employ-  
29        ees as apply to all other employees in the Conference Center.
- 30        3.    The central treasury shall be authorized to receive and disburse funds and  
31        subsidies on behalf of and at the request of district superintendents.
- 32        4.    Each District Connectional Ministries Council shall deposit all funds received  
33        for district program work with the central treasury and shall use that facility  
34        as its disbursing agency. The central treasury shall be authorized to receive  
35        and disburse other district funds; this shall be the recommended pattern.  
36        The Committee on Camp, Conference and Retreat Ministries may utilize the  
37        services of the central treasury and, in consultation with the Council on Fi-  
38        nance and Administration, the procedure for receiving and disbursing relat-  
39        ed funds shall be determined.
- 40        5.    The Annual Conference, through the Council on Finance and Administration  
41        shall cover directly the cost of operating the treasurer's office and require all  
42        annual conference agencies to use its services. No charge shall be made by  
43        the central treasury to an annual conference or district agency or to a district  
44        superintendent for handling such accounts. However, corresponding ad-  
45        justments shall be made in agency budgets if they have previously main-  
46        tained their own treasury.
- 47        **D. Apportionments.** Any proposal or amendment brought to the conference floor  
48        which affects the apportionment formula shall be referred to Council on Finance  
49        and Administration for its response before final action is taken by the conference.
- 50        **E. Records Center.**
- 51        1.    The bishop's office shall be the center for keeping permanent biographical  
52        and personnel files for all pastors of the Iowa Annual Conference.



- 1           2.    The Human Resources office shall be the center for keeping service records  
2           and vital statistics for all pastors of the Iowa Annual Conference and their  
3           families.
- 4           3.    The Conference Director of Administrative Services shall be the repository  
5           for property records.

6   **F.    Bonding.**

- 7           1.    The Council on Finance and Administration shall annually arrange for the  
8           bonding of the conference treasurer and all other persons who are respon-  
9           sible for funds of the Iowa Annual Conference. These bonds are to be re-  
10          tained by the Council on Finance and Administration.
- 11          2.    The Council on Finance and Administration and the Conference Board of  
12          Trustees shall encourage every local congregation to provide bonding for  
13          their volunteers and staff.

14   **G.    Audit.**

- 15          1.    A Conference Audit Committee shall be established consisting of members  
16          of the Council on Finance and Administration and the Conference Board of  
17          Pensions elected by the respective boards.
- 18          2.    Any board, commission, committee, or institution program group that re-  
19          ceives \$10,000 or more from the Iowa Annual Conference and is related to  
20          the Iowa Annual Conference, and that maintains funds into which it receives  
21          and dispenses money in an amount in excess of \$20,000 annually, shall  
22          have its accounts audited and report this audit annually to the Audit Com-  
23          mittee.

24   **H.    Funding of New Program.** Any motion or report that calls for the adoption of a  
25    new conference program requiring an increased conference budget and/or in-  
26    creased appropriation of monies or any new or increased apportionment, or any  
27    proposed fund raising program by any institution, shall be printed in the *Pre-*  
28    *Conference Manual* under the section having to do with the board, commission,  
29    committee, or institution making the request, if it is for a sum in excess of  
30    \$10,000. If such a resolution or report is not printed in the *Pre-Confer-*  
31    *ence Manual*, it may be considered by the conference only after receiving a two-thirds ma-  
32    jority vote for consideration. In the event the conference votes to hear the resolu-  
33    tion or report, twenty-four hours must elapse before the vote for adoption is tak-  
34    en. If adopted, all such funding requests must be referred to the Council on Fi-  
35    nance and Administration.

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

- 37          1.    All debit balances (deficits) in any conference board or agency account shall  
38          be carried forward into the next fiscal year. All credit balances (surpluses) in  
39          any conference board or agency account shall, at year end, be credited to  
40          the conference's Unrestricted Reserve Fund. This rule does not apply to:
- 41               a.    Accounts that contain funds restricted by the original gift or receipt.
- 42               b.    Any conference board or agency account in deficit at year end may be  
43               approved to close such deficit to the conference's Unrestricted Re-  
44               serve by the Council on Finance and Administration.
- 45               c.    Administrative agency accounts with surpluses may be approved for  
46               carryover into the next fiscal year by the Council on Finance and Ad-  
47               ministration.
- 48               d.    Program and benevolence agency accounts with surpluses may be  
49               approved for carryover into the next fiscal year by the Conference  
50               Connectional Ministries Council upon recommendation of the Program  
51               Council.
- 52

- 1                   Review Committee and approval of the Council on Finance and Ad-  
2                   ministration.
- 3                   2.    The Council on Finance and Administration may also set policies for carryover  
4                   of deficit and credit accounts, so that the treasurer may do so without  
5                   annual action by the Council on Finance and Administration. If the funds are  
6                   in a program area, the recommendation will come to the Council on Finance  
7                   and Administration from the Conference Connectional Ministries Council. All  
8                   standing carryover funds must be reviewed at least once each quadrennium  
9                   by the Council on Finance and Administration .
- 10                  **J.    Policy on Interest Payments on Funds Held by the Conference Treasurer.**  
11                  The conference treasurer will credit interest payments quarterly on capital funds  
12                  held by the treasurer for conference agencies.
- 13                  1.    No interest will be paid on funds apportioned by the annual conference.  
14                  2.    The rate paid will be ½ of 1% below the average rate being earned by the  
15                  conference during the quarter.  
16                  3.    Any operation deficits carried by the agency will be deducted from the bal-  
17                  ances before interest is calculated.  
18                  4.    The Council on Finance and Administration at its late fall meeting each year  
19                  shall designate which funds are to be eligible for interest payments in the  
20                  ensuing year.
- 21                  **K.    Miscellaneous.**
- 22                  1.    Each fall the Council on Finance and Administration, based on the four-year  
23                  average of previous years' apportionment receipts and projection of the cur-  
24                  rent year's apportionment receipts, will instruct each agency to prioritize its  
25                  spending for the next year and submit the revised spending budget to the  
26                  Council on Finance and Administration. If the agency has a program that  
27                  needs to be funded at 100%, the balance of the remaining programs shall  
28                  be funded at a ratio of the remaining budget. Agencies may adjust their own  
29                  budget line items to attain the spending limits with benevolence budgets re-  
30                  ceiving the consent of the Conference Connectional Ministries Council and  
31                  the Council on Finance and Administration and other agencies receiving  
32                  consent of the Council on Finance and Administration.
- 33                  2.    There shall be an annual report from each church to the annual conference  
34                  as to its total indebtedness for current expenses and capital expenditures.
- 35                  3.    All expense allowances to pastors, including travel, utilities, fuel, social se-  
36                  curity, pensions, and hospitalization, shall be reported in the expense col-  
37                  umns in the *Iowa Annual Conference Journal*.
- 38                  4.    Funds in any conference budget may not be used to initiate new programs  
39                  or transfer funds without the consent of the Program Review Committee and  
40                  Conference Connectional Ministries Council. When a request for a transfer  
41                  of funds is made when no regular Program Review Committee is scheduled,  
42                  the committee shall act on the request by phone consultation, mail and/or  
43                  special meeting.
- 44                  5.    If the memberships of more than one pastoral charge are to be solicited in  
45                  any financial campaign or program initiated by any agency or institution  
46                  owned by or related to the annual conference, or receiving annual confer-  
47                  ence funds, or any entity outside the Iowa Annual Conference other than the  
48                  General Conference, the approval of the Council on Finance and Admin-  
49                  istration and/or Annual Conference shall be required.
- 50                  6.    The Council on Finance and Administration shall make recommendations  
51                  each year regarding provision for travel, lodging, and meal expenses for  
52                  ministerial and lay members for the annual conference session.

- 1           7. There shall be a listing of all abandoned church properties of The United  
2 Methodist Church in Iowa filed with the report of the Conference Board of  
3 Trustees and printed each year in the *Iowa Annual Conference Journal*.
- 4           8. Approval for funding mission appeals may be granted after consultation  
5 among and approval of the office of the resident bishop, chairperson of the  
6 Iowa Board of Global Ministries, chairperson of Council on Finance and  
7 Administration, and chairperson(s) of other mission related agencies. The  
8 chairperson of the Board of Global Ministries is to convene the consultation  
9 process.
- 10          9. Persons or immediate family members who relate to programs that receive  
11 program funds from the Iowa Annual Conference are required to refrain  
12 from voting on proposals as the budget is developed in the program agency  
13 of the annual conference.
- 14          10. Federated churches, involving United Methodists, shall be apportioned on  
15 the same basis and in the same manner as United Methodist churches, re-  
16 quiring requested reports from the pastor for *Iowa Annual Conference Jour-*  
17 *nal* records needed for such determinations as voted by the annual confer-  
18 ence. The *Iowa Annual Conference Journal* records shall show the numbers  
19 as applicable to United Methodists only or where this can not be resolved,  
20 satisfactory percentages of all totals shall be made by the local church in  
21 consultation with the district superintendent of the United Methodist Church.
- 22          11. Vouchers for Special Gifts. Gifts of any sort received as a result of direct so-  
23 licitation on the part of any conference institution, when such gifts do not  
24 pass through the hands of the treasurer of a local church nor apply on any  
25 apportionment to a local church, shall be considered as Special Gifts. All  
26 such annual totals shall be reported to the conference treasurer for record-  
27 ing in the *Iowa Annual Conference Journal*.
- 28          12. Each conference corporation shall provide a summarized financial report for  
29 printing in the *Iowa Annual Conference Journal*.

## 30 VII. PARLIAMENTARY RULES OF ORDER

- 31          A. **Parliamentary Rules.** The annual conference shall follow *Robert's Rules of Or-*  
32 *der*, except when *Robert's* differs from the rules of the last preceding General  
33 Conference, in which case the rules of General Conference shall be followed.  
34 And, when the rules of the Iowa Annual Conference differ from those of *Robert's*  
35 and/or General Conference, the rules of the Iowa Annual Conference shall be fol-  
36 lowed.
- 37          B. **Quorum.** The members present at any duly called sessions of the annual con-  
38 ference shall constitute a quorum.
- 39          C. **Voting Area.** At the opening of the session, the voting area of the conference  
40 shall be fixed. A member of the conference shall be within the prescribed area in  
41 order to participate in discussion or to vote except when official responsibilities  
42 require his/her absence.
- 43          D. **Voting Procedure.**
- 44            1. Voting shall be done by show of hands or electronic devices unless other-  
45 wise ordered by the conference. If voting by show of hands, a vote by se-  
46 cret ballot or a count vote may be ordered on call of any member, supported  
47 by one-third of the members present and voting.

- 1 **E. Reports.** No report shall be presented to the conference unless adopted by the  
 2 designated quorum at a properly constituted and publicized session of the agency  
 3 making the report.
- 4 **F. Privilege of Speaking.**
- 5 1. Lay and clergy members of agencies, elected by the conference or appointed  
 6 by order of the conference, or in pursuance of provisions in *The Book of*  
 7 *Discipline*, who are not members of the conference may be granted the  
 8 privilege of speaking, on matters relating to the reports of the respective  
 9 agencies of which they are members.
- 10 2. Persons not officially connected with the Iowa Annual Conference may not  
 11 address the conference at a business session without first obtaining the ap-  
 12 proval of the Committee on Business and Agenda, which committee shall fix  
 13 a definite time to be allotted to such persons and, if approval is given, only  
 14 under circumstances of extreme urgency shall this time exceed five  
 15 minutes.
- 16 **G. Authority of the Chairperson.** The presiding officer—usually the bishop— shall  
 17 be the legal chairperson of the conference. He/she shall decide points of order  
 18 raised by the members, and shall rule on points of order not raised by the mem-  
 19 bers, as he/she deems necessary to conform to the Rules of Order; subject to an  
 20 appeal to the conference by any member without debate. When any member  
 21 raises a point of order he/she shall cite the rule he/she adjudges to have been vi-  
 22 olated.
- 23 1. At such time as the bishop is unable to preside, the provisions of ¶603.6 of  
 24 *The Book of Discipline* shall be followed.
- 25 2. If no other bishop is available, the Assistant to the Bishop for Administration  
 26 shall convene the session and the annual conference shall elect a president  
 27 pro tempore.
- 28 **H. Speaking.** When a member speaks to the conference the member shall give  
 29 her/his: name, charge and whether they are clergy or lay.
- 30 **I. Motions Written.**
- 31 1. All motions shall be written and presented to the conference secretary on  
 32 the appropriate form, and any which exceed 80 words shall be published for  
 33 the members of the conference prior to consideration.
- 34 **J. Distribution of Materials.** Before any materials may be distributed on the con-  
 35 ference floor, approval must be granted by the chair of Business and Agenda or  
 36 by the Assistant to the Bishop for Connectional Ministries. All such materials  
 37 shall carry the name of the person or agency preparing the material. Any confer-  
 38 ence member who has been denied permission to distribute materials to the  
 39 conference floor by the above designated individuals shall have the right to  
 40 make appeal to the annual conference with not more than one person speaking  
 41 for the distribution and not more than one speaking against, after which a vote  
 42 shall be taken.
- 43 **K. Procedures for Submission and Processing of Resolutions.**
- 44 1. Definitions:
- 45 a. “Resolutions” are motions which express the mind of the Annual Con-  
 46 ference Session on an issue or matter of concern or alter an aspect of  
 47 conference procedure. They cannot require meetings, the expenditure  
 48 of conference funds or the use of conference staff time.
- 49 b. “Urgent/Emerging Issues”: issues that did not exist prior to the dead-  
 50 line for submitting resolutions.

- 1                   c. "Existing Resolutions" includes all resolutions contained in the current  
2 edition of the *Iowa Annual Conference Book of Resolutions*. All resolu-  
3 tions, once passed, shall remain in effect until repealed.
- 4                   d. "Resolutions Years" are the odd numbered years of Annual Confer-  
5 ence Session, in which new resolutions may be considered.
- 6                   e. "Review Years" are the even numbered years of Annual Conference  
7 Session, at which the Resolutions Committee shall present existing  
8 resolutions that are suggested for repeal.
- 9                   2. Individuals, congregations, or districts shall submit resolutions or recom-  
10 mendations for repeal of existing resolutions to the Conference Resolutions  
11 Committee by December 1st of even numbered years.
- 12                   a. Resolutions submitted after that deadline shall be returned to the au-  
13 thor(s) of the resolution.
- 14                   b. The Resolutions Committee shall review all submissions to assure  
15 their compliance with the guidelines outlined in VII.K. Submitted resolu-  
16 tions that do not meet the criteria outlined in VII.K. will be returned  
17 to the author(s), to be resubmitted within thirty (30) days.
- 18                   3. Conference Agencies may submit their own resolutions to the Conference  
19 Resolutions Committee by December 1 of the even numbered year.
- 20                   4. The Resolutions Committee shall:
- 21                   a. Reject any resolutions that:
- 22                   (1). Are the same as or similar to an already existing General Con-  
23 ference or Iowa Annual Conference Resolution, unless cast as  
24 an amendment to the existing resolution. (Any request for a  
25 change to a General Conference Resolution or to the *Book of*  
26 *Discipline*, should be cast as a petition to General Conference.)
- 27                   (2). Do not contain footnotes to support factual claims made in the  
28 resolution.
- 29                   (3). Are inconsistent with or contradictory to a current resolution,  
30 except in cases where the submission amends an existing reso-  
31 lution.
- 32                   (4). Are in conflict with the current *Book of Discipline of The United*  
33 *Methodist Church*.
- 34                   b. Notify the drafter of any resolution that is rejected of such rejection,  
35 including the reason for the rejection.
- 36                   c. Submit all other resolutions to the editor of the *Pre-Conference Manu-*  
37 *al*.
- 38                   d. Promote and interpret the resolution process at all levels of the Annual  
39 Conference.
- 40                   5. Resolutions that are submitted after the deadline set forth above and that  
41 are determined by the Resolutions Committee to concern Urgent Issues,  
42 shall be submitted by the Resolutions Committee to the *Pre-Conference*  
43 *Manual* editor prior to the beginning of Annual Conference Session.
- 44                   6. All resolutions submitted shall:
- 45                   a. Contain no more than 250 words, excluding title and footnotes.
- 46                   b. Address only one subject matter.
- 47                   c. Include paragraph or section references to the *Book of Discipline of*  
48 *The United Methodist Church*, the *General Conference Book of Reso-*  
49 *lutions* or the *Iowa Annual Conference Book of Resolutions*.

- 1 d. Include book, chapter, verse and translation in all references to Scrip-  
2 ture.
- 3 e. State, when appropriate, that it is an amendment to an existing resolu-  
4 tion, including the resolution number, and restate the language of the  
5 existing resolution with language to be removed and language to be  
6 added double underlined.
- 7 f. State as appropriate, the purpose of the motion (to appeal or amend)  
8 in the title, and refer to the resolution to be repealed or amended by  
9 Number and Title.
- 10 g. Be typed and double spaced. Proposed resolutions may be submitted  
11 electronically in Microsoft Word format.
- 12 7. In Review Years, the Resolutions Committee shall review the current *Book*  
13 *of Resolutions* and:
- 14 a. Receive recommendations for repeal from individuals, congregations,  
15 or districts prior to December 1 of the odd numbered year. The Reso-  
16 lutions Committee shall consider such recommendations during its re-  
17 view process.
- 18 b. Recommend repeal of any existing resolution that:  
19 (1). Contradicts or is in opposition to the current *Book of Discipline*.  
20 (2). Has become moot for any reason.
- 21 c. Refer any recommendations for retention or repeal of existing resolu-  
22 tions to the appropriate conference agency for review.
- 23 8. At the conclusion of the review process, the Resolutions Committee shall  
24 report to the editor of the *Pre-Conference Manual* any resolutions that are  
25 recommended for repeal by the Resolutions Committee.
- 26 a. If both the Resolutions Committee and the agency to which a resolu-  
27 tion was referred recommend repeal of the resolution, the request and  
28 the reason shall be contained in the *Pre-Conference Manual*.
- 29 b. If the Resolutions Committee and the agency do not concur, the  
30 Resolutions Committee shall again consider the matter. If the Resolu-  
31 tions Committee continues to recommend repeal of the resolution, the  
32 request and the reason shall be contained in the *Pre-Conference*  
33 *Manual*.
- 34 L. **Petitions to General Conference** (§507). The Annual Conference session two  
35 years before the next General Conference shall adopt procedures governing the  
36 submission of petitions to General Conference in which the author of the petition  
37 seeks the endorsement of the Iowa Annual Conference. The Conference Secre-  
38 tary shall be the receiver of said petitions.
- 39 M. **Unlawful Motion After Speech.** It shall not be in order for a member immedi-  
40 ately after discussing a pending question and before relinquishing the floor to make  
41 a motion which, if adopted, would limit or stop debate.
- 42 N. **Limitation on Speaking.**
- 43 1. No person shall speak more than twice on the same question, nor for more  
44 than three minutes at a time without the consent of the conference, nor  
45 more than once until every member desiring to speak has spoken. This  
46 three minute limit may be reduced by a two-thirds vote without debate, at  
47 any time, and for any period of duration.
- 48 2. Insofar as possible, lay members and clergy members shall be given equal  
49 opportunity to speak on a question.

- 1       **O. Speakers For and Against.**  
2       1. When the report of a committee is under consideration, it shall be entitled to  
3       speak before there is further debate from the floor.
- 4       2. When a member from the floor moves to amend a report or a proposal be-  
5       fore the conference, the person presenting the report or proposal that is be-  
6       ing amended or his/her designee, shall be entitled to speak before there is  
7       further debate from the floor.
- 8       3. The presiding officer will ascertain, when recognizing a member of the con-  
9       ference, on which side the member proposes to speak and not assign the  
10      floor to any member proposing to speak on the same side of the pending  
11      question as the speaker immediately preceding, if any member desires to  
12      speak on the other side.
- 13     4. Except for non-debatable motions, no report shall be adopted or question  
14      relating to the same decided without opportunity having been given for at  
15      least two speeches for and two against the said proposal, provided that  
16      right is claimed before the chairperson or duly authorized member repre-  
17      senting the committee's report, if there be such, is presented to close the  
18      debate.
- 19     5. When all have spoken who desire to do so, or if the previous question has  
20      been ordered, the maker of the motion shall be entitled to speak, then the  
21      chairperson and/or duly authorized member or members presenting the  
22      committee's report shall be entitled to speak, after which the vote is taken.
- 23     **P. Suspension of Rules.** Any of these Rules of Order, except those rules related to  
24      amending the Rules of Order, may be suspended for the immediate business  
25      under consideration by a two-thirds majority vote.
- 26     **Q. Amendments.** The Plan of Organization and Rules of Order may be amended at  
27      any session of the annual conference by a vote of two-thirds of members present  
28      and voting, providing that one day's notice has been given and the proposed  
29      change or amendment has been submitted in writing, and a report has been giv-  
30      en thereon by the Committee on Rules of Order.