

B. PLAN OF ORGANIZATION AND RULES OF ORDER

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

I. THE ANNUAL CONFERENCE SESSIONS

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

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

2. Clergy Session. (¶605.7) The Annual Conference Session Planning Committee shall recommend to the annual conference the place for the session.

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

4. Roll Call and Attendance.

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

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

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

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

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

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

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

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

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

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

- 6 1. **Pre-Conference Manual.** The projected report of the Conference Connec-
 7 tional 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.** Following distribution of the *Pre-Conference*
 14 *Manual* in the spring, annual conference orientation shall be organized for
 15 the purpose of providing an overview of the annual conference sessions.

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

19 **D. The Legislative Process.**

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

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

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

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

- 1 (35). Two student representatives from each Wesley Foundation in
2 Iowa, to be selected by the board of directors.
- 3 (36). Active and retired diaconal ministers who have local church
4 membership in Iowa
- 5 (37). Church and Community Workers and deaconesses who are
6 members of a United Methodist Church in Iowa.
- 7 (38). The Chairperson of the Conference Connectional Ministries
8 Council.
- 9 b. District Leadership
- 10 (1). District Lay Leader
- 11 (2). District United Methodist Men President
- 12 (3). District United Methodist Women President
- 13 (4). District Connectional Ministries Council Chairperson
- 14 3. The Iowa Annual Conference Secretary shall determine by September 1 of
15 each year, the number of additional lay members needed for the next annu-
16 al conference to be equal to the number of clergy members of the Iowa An-
17 nual Conference and shall certify this number to the bishop.
- 18 4. The Iowa Annual Conference Secretary shall determine the ratio of mem-
19 bers to clergy members of the annual conference as defined in ¶602.1) ap-
20 pointed to each charge of the Iowa Annual Conference.
- 21 5. The additional lay members needed to bring equalization shall be assigned
22 by the Iowa Annual Conference Secretary as follows:
- 23 a. One-half of the additional lay members needed to bring equalization
24 shall be assigned to the districts in equal numbers, and each district
25 conference shall elect upon nomination by the District Nominating
26 Committee, said additional lay members to the Iowa Annual Confer-
27 ence; provided, however, that if one-half of the additional lay members
28 is not exactly divisible by the number of districts, then the remainder
29 shall be added to the number of lay members assigned to the local
30 charges as hereinafter provided.
- 31 b. One-half of the additional members needed to bring equalization plus
32 any remainder not assigned to the districts shall be assigned by the
33 Iowa Annual Conference Secretary to the charges having the highest
34 ratio of members to clergy members of the annual conference in de-
35 scending order. Those churches whose ratio is twice the number of
36 members needed to bring equalization under this subsection, shall be
37 assigned two lay equalization members. If the ratio is three times the
38 number, three lay members shall be assigned. In case of tie, eligibility
39 shall be determined by lot.
- 40 6. All computations shall be based on the statistical tables of the *Iowa Annual*
41 *Conference Journal* of the immediately preceding annual conference.
- 42 7. All equalization members selected under the above provisions shall be enti-
43 tled to the same mileage payments as other members of the annual confer-
44 ence.
- 45 8. The district nominations committees and other persons responsible for de-
46 termining the equalization members of annual conference in the process de-
47 fined above are encouraged to make certain, insofar as possible, that there
48 are young adults represented in the selection.
- 49
- 50 **F. Procedure for Elections of Delegates to General Conference and Jurisdic-**
51 **tional Conference**
- 52 1. **Qualifications.**

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

4 **2. Nominating Process**

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

19 **3. Nomination Materials**

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

36 **4. Balloting Procedures**

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

1 iii. In case of a tie on this occasion, those nominees with tying votes
2 shall be declared not elected and shall become the only names
3 to be voted on in a following and separate ballot.

4 g. If by the twelfth ballot all of the General and Jurisdictional Conference
5 delegates have not been elected, then on the twelfth ballot those re-
6 ceiving the highest votes shall be declared elected in order of the total
7 votes received, including reserve delegates.

8 **5. Delegation Meetings**

9 a. Following election of the General Conference Delegation, including
10 the alternates, the delegation will meet to select leadership for the
11 delegation, select Legislative Committee assignments, set times and
12 format for future meetings and share information.

13 b. Following election of the Jurisdictional Conference Delegation, includ-
14 ing all alternates, the entire delegation will meet to elect two repre-
15 sentatives to the North Central Jurisdictional Committee on the Epis-
16 copacy, set times and format for future meetings and share infor-
17 mation.

18 **II. ORGANIZATIONAL STRUCTURE**

19 **A. Terminology**

20 **1. Organization Definitions**

21 a. Agency: a regularly established board, commission, council, standing
22 committee or committee which has been constituted by the annual
23 conference. (See IV.C.1. for definition as related to nominations.)

24 b. Council: an organization created by the annual conference to perform
25 defined responsibilities of review and oversight on behalf of the annu-
26 al conference in relation to other agencies and to perform other as-
27 signed functions. Councils are amenable and accountable to the an-
28 nual conference and report to it.

29 c. Board: a multi-function organization accountable to the Conference
30 Connectional Ministries Council and/or the annual conference, as pro-
31 vided in *The Book of Discipline*. A board may have subgroups for
32 which it is responsible and accountable.

33 d. Committee: a body, either temporary or permanent, created to carry
34 out certain functions of mission, study, oversight, or review. It is ame-
35 nable to its parent body. Committees may be created by the annual
36 conference and/or its agencies.

37 e. Commission: an organization established by the annual conference
38 for the fulfillment of a specific function.

39 f. Standing Committee: a subgroup of an agency with a specific pur-
40 pose, accountable to the agency of which it is a part.

41 **(1)**. A standing committee may be initiated when one or more of the
42 following criteria are met:

43 **(a)**. Mandated by *The Book of Discipline*.

44 **(b)**. Program is to be implemented over a period longer than
45 five years.

46 **(c)**. Appointed by the resident bishop, as mandated by *The*
47 *Book of Discipline*, or requested by the annual confer-
48 ence.

49 **(d)**. Program budget is larger than \$50,000 and cannot be ad-
50 equately administered on a quarterly basis by the parent
51 agency.

(e). Program staffing requires a long term (five years or more) advisory committee.

(2). Chairpersons of standing committees are eligible to be members of the standing committee's respective agency.

g. Task Force: an organization with one objective, which will be accomplished in no more than five years, and whose membership numbers no more than fifteen.

h. Task Group: an organization with one objective, which will be accomplished in no more than two years, and whose membership numbers no more than seven.

i. Network: The formation of program networks will focus on services which require large numbers of people to make personal or resourcing contacts. There are no limits on the number of persons associated with networking. Networks are established when cross-conference programs are approved for implementation. A network shall be accountable to one or more conference agencies.

2. Membership Definitions

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

b. Consultants: those persons who by virtue of their position, knowledge, and/or expertise are assigned to an agency. They have the privilege of speaking but not making motions or voting. They are expected to be present at the meetings of the groups for which they are consultants.

c. Cabinet and Staff Consultants: District superintendents and staff of the Conference Connectional Ministries Council, Administrative Services, and Episcopal Office may serve as consultants to agencies of the annual conference. The Bishop, Dean of the Cabinet, the Assistant to the Bishop for Connectional Ministries, and the Conference Director of Administrative Services shall assign cabinet and staff consultants to agencies of the Annual Conference on an annual basis. Cabinet and staff consultants will be listed in the Organizational Structure printed in the Journal of the Iowa Annual Conference for that year.

d. Resource Persons: called upon from time to time because of expertise needed by a group at a particular time. They do not have the privilege of making motions or voting.

e. Ecumenical Partner: a member of another denomination, serving as an ecumenical liaison. They have the privilege of speaking and, where *The Book of Discipline* allows, of making motions and voting.

f. Youth: a person 12 through 17 years of age, at time of election.

g. Young Adult: a person 18 through 30 years of age, at time of election.

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

1. Function:

a. Vision casting and implementation.

b. Strategic planning.

c. Resource sharing.

d. Communication with the annual conference leadership and members.

2. Membership:

a. The bishop, as chair.

- 1 **b.** Assistants to the bishop.
- 2 **c.** District superintendents.
- 3 **d.** Field outreach ministers.
- 4 **e.** Leadership development ministers.
- 5 **f.** Conference treasurer/director of administrative services.
- 6 **g.** Conference director of communications services and resources.
- 7 **h.** Director of the office of pastoral care and counseling.
- 8 **i.** Conference lay leader.

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

13 **1. Officers.**

- 14 **a.** Presiding Officer (§603.6)
- 15 **b.** Assistant to the Bishop for Administration, appointed by the bishop.
- 16 **c.** Assistant to the Bishop for Connectional Ministries, appointed by the
17 bishop. (§608)
- 18 **d.** District Superintendents (§403.2, §417)
- 19 **e.** Conference Lay Leader (§603.9.a)
- 20 **f.** Conference Secretary (§603.7)
- 21 **g.** Treasurer/ Director of Administrative Services (§619)
- 22 **h.** Chancellor (§603.8)
- 23 **i.** President of the Board of Trustees (§2512.2)

24 **2. General/Jurisdictional Agency Members.** Persons of the annual confer-
25 ence who are elected members of a jurisdictional or general agency of The
26 United Methodist Church shall be members with vote of the corresponding
27 Iowa Annual Conference agency. Expense allowances for conference
28 agency meetings of such members living in Iowa shall be the responsibility
29 of the annual conference agencies.

30 **3. Conference Communications Services and Resources.** Conference
31 Communications Services and Resources shall be located within the Epis-
32 copal Office. Its purpose is to provide consultation, service, product and
33 process development and production, technical assistance, and advice to all
34 ministries of the Iowa Annual Conference, including local church, appointive,
35 program, and administrative ministries. Specifically, Conference Communi-
36 cations Services and Resources will be responsible for strategic planning
37 across all aspects of communications; public relations, including media rela-
38 tions, issues management, and advertising; crisis management, including
39 maintaining an updated conference crisis management plan, training key
40 persons, and guiding the conference response to crises; on-going commu-
41 nications, including editing and publishing printed and electronic communi-
42 cations tools for the conference; and technical support to local churches,
43 boards and agencies, and clergy and lay persons in the area of communi-
44 cations.

45 **a. The Communications Advisory Team (§646)**

46 **(1). Function:**

47 **(a).** The team will meet at least quarterly to advise the Director
48 of Communications Services and Resources, and to as-
49 sist with strategic planning.

(b). The Team will serve as the Commission on Communica-
 tions as required by §646, *2012 Book of Discipline*.

50 **(2). Membership:**

51 **(a).** There will be nine members selected for their content ex-
52 pertise in a variety of communication areas. Members will
53
54

1 be appointed by the bishop to 3-year terms with one-third
2 rotating off each year.

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

4 (3). **Staff:** There will be a Director of Communications Services and
5 Resources (§609) who shall be employed through a process
6 designed and managed by the Conference Human Resources
7 Committee and who shall be amenable to the Bishop of the Iow-
8 wa Area. The Director of Communications Services and Re-
9 sources will relate directly to the Communications Advisory
10 Team, and will be an ex-officio member of the Annual Confer-
11 ence Session Planning Committee.

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

13 a. Membership: Six clergy, seven laity, one youth and one young adult.
14 At least one clergy and one laity must be from churches under 200
15 members. It is strongly recommended that at least three of the laity be
16 women and one person be from an ethnic group, with the goal of hav-
17 ing membership from each district. (§612.2.a.)

18 b. There shall be a Conference Treasurer/Director of Administrative Ser-
19 vices, elected by the annual conference on nomination of the Council
20 on Finance and Administration, responsible for all fiscal matters, and
21 directly amenable to the Council on Finance and Administration.
22 (§613.11 and 619)

23 c. Ex-officio members of the council are: (§612.2.c.)

- 24 (1). the conference treasurer/director of administrative services,
25 without vote;
26 (2). the presiding bishop, without vote;
27 (3). a district superintendent chosen by the cabinet, without vote;
28 (4). the Assistant to the Bishop for Connectional Ministries, without
29 vote;
30 (5). the Assistant to the Bishop for Administration, without vote;
31 (6). the Director of Communication Services and Resources, without
32 vote.
33 (7). the chairperson of the Connectional Ministries Council or the
34 chairperson's designee, without vote.

35 d. There shall be a Conference Statistician who shall be nominated by
36 the Council on Finance and Administration and elected by the annual
37 conference. The statistician shall be related to the Council on Finance
38 and Administration for evaluation, accountability, support and budget.
39 (§603.7)

40 e. The council may be divided into the following committees:

- 41 (1). Administrative, shall oversee audits; review personnel and or-
42 ganization, insurance and bonding; and recommend policy with
43 regard to conference computer services.
44 (2). Apportionments, shall research and recommend formulas, re-
45 lief, adjustments, and method of apportioning to the local
46 churches.
47 (3). Budget, shall research, plan and devise the amounts, size,
48 component parts, format, and funding levels of the conference
49 budget.
50 (4). Other Committees and Task Forces defining their duties and
51 authority as it deems necessary for fulfilling its purpose and re-
52 sponsibilities.

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

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

c. **Organization:**

- 15 (1). Shall meet at least two times a year. Meetings shall be sched-
- 16 uled in a manner which facilitates the planning and work of the
- 17 annual conference session.
- 18 (2). May select additional persons from outside its membership to
- 19 perform various functions for the conference session. The work
- 20 of these persons is subject to the approval of the committee.
- 21 (3). The Chair of Business and Agenda shall be appointed by the
- 22 Bishop.

10. **Annual Conference Human Resources Committee.**

a. **Function:** The Conference Human Resources Committee (CHRC) shall function as an advisory committee to the Director of Human Resources in the development, review and implementation of policies affecting conference staff at all levels and in assisting with strategic planning for the HR Department. The CHRC will work in collaboration with the stakeholders of the Iowa Annual Conference to support the mission of the Iowa Annual Conference, as well as create and nurture a spirit of unity among all employees. The Conference Human Resources Committee shall:

- 33 (1). Advise and assist the Director of Human Resources in the de-
- 34 velopment of policy pertaining to a conference employment, re-
- 35 cruitment and hiring, compensation, performance management,
- 36 and training and development.
- 37 (2). Provide an employment policy handbook for all conference em-
- 38 ployees, and review, recommend and approve updates to the
- 39 policy handbook on a regular basis.

b. **Membership:**

The membership shall include:

- 41 (1). One member from each district and up to four (4) at-large
- 42 members whose nominations shall be coordinated by the Conference
- 43 Nominations Coordinating Committee through the district nominations
- 44 committees and elected by the annual conference. In the selection of
- 45 these persons, consideration shall be given to expertise in personnel
- 46 related issues and policies.
- 47 (2). The Appointive Cabinet, the Council on Finance and Admin-
- 48 istration, the Conference Board of Camp and Retreat Ministries, and
- 49 the Conference Connectional Ministries Council shall each appoint a
- 50 representative to be an ex-officio member of the committee.
- 51 (3). The Assistant to the Bishop for Administration, Assistant to the
- 52 Bishop for Connectional Ministries, Conference Treasurer and Direc-
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1 tor of Human Resources will serve as consultants to this committee.
 2 Consultants to this committee will have a voice, but no vote, in mat-
 3 ters requiring committee action.

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

6 **(5).** No employee or family member of an employee of the Iowa An-
 7 nual Conference may serve on the committee. If a family member of a
 8 committee member is being considered for employment, the commit-
 9 tee member must excuse himself/herself from any and all process
 10 used in securing someone for the position to be filled. If a family
 11 member of a committee member is hired, the latter must immediately
 12 resign from the committee.

13 **c. Organization.**

14 **(1).** Officers of the Annual Conference Human Resources Commit-
 15 tee shall be the chair, the vice-chair and secretary, all to be elected
 16 from the membership of the committee.

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

24 **11. Committee on the Episcopacy (§637).** The committee will have 15 mem-
 25 bers, including the Conference Lay Leader, Iowa's representatives on the
 26 Jurisdictional Episcopacy Committee, one youth and one young adult nomi-
 27 nated by the Nominations Coordinating Committee, and three members
 28 named by the bishop. The additional members will be nominated by districts
 29 according to the matrix provided by the Annual Conference Nominations
 30 Coordinating Committee and elected by the annual conference, immediately
 31 following General Conference, for a term of four years, as specified by *The*
 32 *Book of Discipline*.

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

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

35 **a.** The committee shall have primary responsibility for the programs and
 36 functions of the Director of Pastoral Care and Counseling of the Iowa
 37 Annual Conference. The committee shall be composed of six mem-
 38 bers elected for four-year terms in two classes, and one youth and
 39 one young adult. A representative of the Episcopal Office shall be an
 40 ex-officio member.

41 **b.** The Director of Pastoral Care and Counseling will be responsible to
 42 the Committee on Pastoral Care and Counseling.

43 **c.** The office will be located outside the conference center for purposes
 44 of confidentiality. Office equipment and furnishings shall be the re-
 45 sponsibility of the Conference Board of Trustees.

46 **d.** Responsibilities and duties of the Director of Pastoral Care and Coun-
 47 seling shall be:

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

50 **(2).** To establish a significant trust level with the ministry profes-
 51 sionals 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.
- 14 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.
- 35 **14. Conference Leadership Development Coordinating Committee.**
- 36 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 nomi-
 2 nations and submit to the Conference Connectional Minis-
 3 tries 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). The Conference Nominations Coordinating Committee shall re-
 14 quest annually from the secretary of each of the agencies a re-
 15 port on the attendance record of members. The secretary of
 16 each agency shall contact in writing each member of the agen-
 17 cy who has missed two consecutive meetings calling attention
 18 to the absences and request a response within 15 days indicat-
 19 ing a desire to remain as a member of that agency. If there is
 20 not a request for continuing membership, the office shall be de-
 21 clared vacant. The vacancy shall be filled in accordance with
 22 the Rules of Order.

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

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

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

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

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

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

- 49 b. Membership:

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

gion and Race, and the Commission on the Status and Role of Women, one youth and one young adult. The chair shall be elected from within the committee.

- (2). There shall be an Executive Secretary of the Conference Nominations Coordinating Committee who shall have the responsibility of keeping a database for the leadership pool, providing an annual update for nominations matrices, keeping service records for clergy and laity, receiving nominations reports from district nominating committees, preparing the ballot for annual conference elections, preparing selected Journal pages (Organizational Structure and Laity directories) for print, and receiving updates and changes to be communicated to appropriate bodies. The executive secretary shall not be a voting member of the Conference Nominations and Coordinating Committee.
- (3). No current member of the Conference Nominations Coordinating Committee may be nominated for any annual conference agency or position for which the committee has coordinating responsibility until one year has elapsed since the person left the membership of the committee.
- (4). No members of the same family shall serve concurrently as members of the Conference Nominations Coordinating Committee. No person or immediate family member of a person employed as a staff member of the annual conference or in any capacity by an agency of the annual conference, nor any person holding membership on any conference agency, shall be eligible for membership on the Conference Nominations Coordinating Committee. If a member of the committee is appointed to the superintendency or the position of Assistant to the Bishop for Administration, Assistant to the Bishop for Connectional Ministries, or the Conference Treasurer/Director of Administrative Services, he/she shall cease being a member of the committee.

16. Resolutions Committee

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

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

17. Committee on Rules of Order.

- a. Functions:

- (1). Be the primary steward of the Iowa Annual Conference Plan of Organization and Rules of Order and of the Standing Items.
- (2). Receive and review proposed changes and/or additions to the Plan of Organization and Rules of Order.
- (3). Report to the annual conference recommended changes to the Plan of Organization and Rules of Order to keep them in compliance with *The Book of Discipline*.
- (4). Prepare guidelines for annual conference approval regarding election of General and Jurisdictional delegates.
- (5). Prepare guidelines for annual conference approval regarding submitting General Conference petitions to the annual conference for consideration.

- 1 (6). Following the annual conference session, edit and reconcile the
 2 Rules of Order to be in compliance with *The Book of Discipline*
 3 and annual conference action and to reduce duplication.
- 4 (7). Standing Items.
- 5 (a). The Standing Items are actions of, or reports to, past an-
 6 nual conference sessions which have a continuing effect
 7 as policy for the Iowa Annual Conference, its agencies
 8 and/or its churches.
- 9 (b). Legislative items adopted by the annual conference, and
 10 specified by the annual conference as standing items,
 11 shall be included in the list of Standing Items in that year's
 12 Journal.
- 13 (c). The Rules of Order Committee shall review all current
 14 Standing Items in the year following each General Con-
 15 ference and recommend to the following year's Annual
 16 Conference those Standing Items to be retained. Any
 17 Standing Item not approved by the Annual Conference for
 18 retention shall be removed from the list of Standing Items.
- 19 **b. Membership:**
- 20 (1). The membership shall consist of nine members including one
 21 youth, one young adult, and one ethnic minority, if possible.
- 22 (2). Consultative members shall be: the conference secretary and
 23 the conference parliamentarian.
- 24 **18. Joint Committee on Clergy Medical Leave.** (§652)
- 25 **19. Committee on Investigation (Diaconal Ministry).** (§2703.2)
- 26 **20. Administrative Review Committee.** (§636)
- 27 **21. Committee on Ministerial Ethics.**
- 28 **a. Functions:** To review annually for revisions and updates any policies
 29 related to ministerial ethics; to recruit, train and support personnel who
 30 carry out various functions allowed for in any such policies; to evalu-
 31 ate such personnel; to provide ongoing training throughout the annual
 32 conference on ministerial ethics issues, and to provide annual training
 33 for new professionals in ministry.
- 34 **b. Membership:** The Assistant to the Bishop for Administration, the Di-
 35 rector of Pastoral Care and Counseling, one elder, one deacon, one
 36 associate member, one local pastor who has completed the course of
 37 study, one representative each from the Appointive Cabinet, the
 38 Board of Laity, the Board of Ordained Ministry and the Commission on
 39 the Status and Role of Women, at-large members appointed by the
 40 bishop to ensure inclusiveness, one youth of at least 16 years of age
 41 and one young adult. The Assistant to the Bishop for Administration
 42 shall chair the committee.
- 43 **22. Committee on Intentional Interim/Transition Ministry.**
- 44 **a. Functions:** The Intentional Interim Ministry Committee provides for
 45 program advocacy, recruitment, training, and support for persons who
 46 have taken the United Methodist Intentional Interim training and/or
 47 support for persons serving in intentional interim appointments.
- 48 **b. Membership:** Eight persons nominated by the bishop and a repre-
 49 sentative of the Episcopal office shall be a member of the committee.
 50 Persons shall be selected with expertise and passion in mind.

1 **23. Conference Secretary.** (§1603.7) Nominated by the bishop in consultation
 2 with the district superintendents and elected by the annual conference. The
 3 election shall be for the quadrennium. The conference secretary shall be re-
 4 lated to the Episcopal office, which shall be responsible for evaluation, ac-
 5 countability, support and budget.

6 **24. Conference Parliamentarian.**

- 7 a. The Bishop shall name for the quadrennium a conference parliamen-
 8 tarian who shall study carefully the Plan of Organization and Rules of
 9 Order of the Iowa Annual Conference, the General Conference rules
 10 and Robert's Rules of Order and advise the appropriate conference
 11 agencies and leaders regarding these rules.
- 12 b. The conference parliamentarian, in consultation with the bishop, shall
 13 name a pool of parliamentarians and shall train and coordinate the
 14 pool, whose task shall be to assist the conference parliamentarian
 15 during the annual conference sessions.

16 **D. Conference Benevolence Program.**

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

19 a. **Function.** The Council is responsible, in relationship to, and coopera-
 20 tion with, other entities within the Annual Conference for carrying out
 21 the responsibilities identified in §1608 of the *2012 Book of Discipline*.
 22 Further functions of the council are to:

- 23 **(1).** Receive program recommendations from the local churches,
 24 the charge conferences, the district agencies, the annual con-
 25 ference agencies, and the Jurisdictional and General Councils
 26 on Ministries.
- 27 **(2).** Plan and develop these recommendations into a coordinated
 28 program to be recommended to the annual conference for con-
 29 sideration, amendment, and adoption as the annual conference
 30 program.
- 31 **(3).** Provide implementation for and administration of coordinated
 32 program as adopted by the conference.
- 33 **(4).** Evaluate programs of the conference.

34 b. **Membership:**

35 **(1).** Officers of the council shall be the chairperson, vice chairper-
 36 son/financial secretary and secretary. They shall be elected by the
 37 council upon nomination of the Conference Connectional
 38 Ministries Council Nominating Committee at the beginning of
 39 each quadrennium. Council officers' tenure shall be limited to
 40 no more than eight years. The nominees do not need to be
 41 members of the council at the time of their election. If already
 42 members of the council at the time of their election, they will be
 43 replaced as the representative of their respective district or
 44 agency.

45 **(2).** Members of the executive committee shall be the officers, Bishop,
 46 Assistant to the Bishop for Administration, Assistant to the
 47 Bishop for Connectional Ministries, one district superintendent
 48 chosen by the cabinet, conference lay leader, chairs of each of
 49 the council's committees, and the elected representative of the
 50 Connectional Table of the United Methodist Church. It is desira-
 51 ble for one-half of the members of the executive committee to
 52 be lay persons. The Conference Treasurer and Director of Ad-
 53 ministrative Services and the President of the Council on Fi-

- 1 nance and Administration shall be consultants. The executive
 2 committee shall review the progress of and possible revisions in
 3 the program adopted by the Conference Connectional Ministries
 4 Council and receive reports from, and counsel with, the Leader-
 5 ship Development Ministers. The committee shall act as the fi-
 6 nance committee unless responsibility is assigned to some oth-
 7 er committee.
- 8 (3). The general membership of the Conference Connectional Min-
 9 istries Council shall include the chairpersons of each District
 10 Connectional Ministries Council, chairpersons of the conference
 11 program boards, chairpersons of the age level councils, chair-
 12 persons of the commissions, chairpersons of the Conference
 13 Connectional Ministries Council committees, each district super-
 14 intendent, the Leadership Development Ministers, presidents of
 15 the United Methodist Women and the United Methodist Men,
 16 conference secretary, the Conference Secretary of Global Min-
 17 istries, one additional representative from each of the following:
 18 youth council, United Methodist Women and United Methodist
 19 Men, and two young adults selected by the Conference Con-
 20 nectional Ministries Council nominating committee.
- 21 (4). Consultants shall be the President of Council on Finance and
 22 Administration, chairperson of the Conference Nominations Co-
 23 ordinating Committee and the Conference Leadership Develop-
 24 ment Coordinating Committee and the Ecumenical Partners.
- 25 c. **Programming groups:** The ministry support tasks of the program
 26 agencies of the annual conference are quite broad in nature. Task
 27 forces, task groups, networks and, when needed, standing commit-
 28 tees may be established by the agencies on a short-term basis. The
 29 membership of most agencies will consist of an executive committee
 30 and general member representatives from each district. These rules
 31 do not list which sub-groups an agency will form.
- 32 (1). **Program Standing Committees:** Accountable to a Conference
 33 Connectional Ministries Council agency. May be initiated if one
 34 or more of the following criteria are met:
- 35 (a). Mandated by *The Book of Discipline* and/or the annual
 36 conference Rules of Order.
- 37 (b). Program is to be implemented over a period longer than
 38 five years.
- 39 (c). Membership appointed by the bishop, as mandated by
 40 *The Book of Discipline*, or requested by the annual con-
 41 ference.
- 42 (d). Program budget is larger than \$50,000 and cannot be ad-
 43 equately administered on a quarterly basis by the parent
 44 agency.
- 45 (e). Program staffing requires a long-term (five years or more)
 46 advisory committee.
- 47 (2). **Program Task Forces:** A program related task force of no
 48 more than 15 members may be formed, when an annual con-
 49 ference program item(s) requires full implementation which is
 50 not otherwise provided by the parent Conference Connectional
 51 Ministries Council agency. It is recommended that program re-
 52 lated task forces be initiated only when a program item(s) has

1 been clearly prioritized as one to be fully implemented. A priority
2 program item would include all of the following characteristics:

- 3 **(a).** Related agency clearly has asked and listened to the cus-
4 tomer requesting resource support.
- 5 **(b).** Program has been scheduled for implementation.
- 6 **(c).** Related agency has no other means of implementing the
7 program.
- 8 **(d).** Program has adequate funding.
- 9 **(e).** Personnel have been recruited.

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

- 14 **(a).** Related agency clearly has asked and listened to the cus-
15 tomer requesting resource support.
- 16 **(b).** Program has been scheduled for implementation.
- 17 **(c).** Related agency has no other means of implementing the
18 program.
- 19 **(d).** Program has adequate funding.
- 20 **(e).** Personnel have been recruited.

21 **(4).** **Networks:** The formation of program networks will focus on
22 services which require large numbers of persons to make per-
23 sonal or resourcing contacts. There are no limits on the number
24 of persons associated with networking. Networks are estab-
25 lished when cross-conference programs are approved for im-
26 plementation.

27 **d. Committees:** It is strongly recommended that the voting membership
28 of the committees hereinafter named consist of one-third laywomen,
29 one-third laymen and one-third clergy. It is further recommended that,
30 with the exception of the executive committee, the chairpersons be
31 selected on the same ratio, with one laywoman, one layman and one
32 clergy as nominees for chairperson and from these persons the council
33 nominating committee shall nominate chairpersons to be elected by
34 the council. In making appointments to these committees, careful at-
35 tention shall be given to the possible need to include a representative
36 number of women, young adults, college or university students, youth,
37 persons over sixty-four years of age, persons with disabilities, and
38 ethnics. Membership on the committees shall be limited to no more
39 than eight years.

40 **(1).** Program Review Committee.

- 41 **(a).** Responsibilities: The committee shall be responsible for
42 reviewing, evaluating, and coordinating all program plans
43 (activities, calendar and budgets) developed and imple-
44 mented under the direction of the Conference Connec-
45 tional Ministries Council. The committee should strive to
46 maximize the effectiveness of the conference program
47 and to support district programming.
- 48 **(b).** Program proposals which have not been published in the
49 *Pre-Conference Manual*, may be brought directly to the
50 conference floor as follows:
51 1). Printed only by order of the annual conference.

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- 2). Referred to the Program Review Committee.
 - 3). Distributed to the conference members at least 24 hours before the stated adjournment time.
 - (c). When a new program which has not been presented to the Program Review Committee or the Conference Connectional Ministries Council, and which requires the employment of salaried leadership, is presented to the annual conference session, it may be considered by the conference only after receiving a two-thirds majority vote to consider.
 - (d). When a program proposal is presented to the annual conference which requires the employment of salaried leadership and which has been rejected by the Program Review Committee or the Conference Connectional Ministries Council, the chairperson of the Program Review Committee or the Assistant to the Bishop for Connectional Ministries shall inform the conference of the reasons for the rejection.
 - (e). Membership:
 - 1). One person selected from each district.
 - 2). Ex-officio members shall be:
 - a). One representative from each of the following commissions:
 - i. COSROW (shall be a woman).
 - ii. Ministry With Persons With Disabilities (shall be a person with a disability).
 - iii. CORR (shall be an ethnic person).
 - b). One representative from the Young Adult Council.
 - c). The Assistant to the Bishop for Administration.
 - d). The Assistant to the Bishop for Connectional Ministries.
 - e). Cabinet representative.
 - (2). Committee on Planning and Research.
 - (a). Tasks:
 - 1). Assist research activities,
 - 2). Conduct research for the church and its agencies,
 - 3). Develop, organize and maintain an information base,
 - 4). Assist the Conference Connectional Ministries Council and agencies of the conference in their planning processes,
 - 5). Recommend research initiatives to the Conference Connectional Ministries Council, and
 - 6). Fund research projects.
 - (b). Membership shall be the chairperson and six members selected for their expertise. The vice chairperson/financial secretary and secretary shall be selected from the membership.
 - (3). Nominating Committee: Membership shall be the chairperson selected from the membership of the Conference Connectional

1 Ministries Council and four general members selected by the
 2 executive committee of the council, with the approval of the
 3 council. They shall prepare nominations for membership on the
 4 committees of the council and nominate the chairpersons for
 5 the committees from the nominees prepared by the various
 6 committees.

- 7 (4). Ethnic Local Church Concerns Committee: Membership shall
 8 be the chairperson and six general members representing the
 9 ethnic membership of Iowa United Methodist churches. The
 10 vice chairperson/financial secretary and secretary shall be se-
 11 lected from the general membership.
- 12 (5). Hispanic/Latino Ministries Committee: There shall be a commit-
 13 tee composed of the membership and officers of the Hispan-
 14 ic/Latino Ministries Standing Committee of the Conference
 15 Board of Global Ministries. The chairperson of the committee
 16 will be a member of the Conference Connectional Ministries
 17 Council.
- 18 (6). Native American Committee: (§1654). Membership shall be the
 19 chairperson and six at-large members. The vice chairper-
 20 son/financial secretary and secretary shall be selected from the
 21 general membership.
- 22 (7). Other. The council may appoint such other committees, task
 23 groups, and consultants as may be deemed essential to the ef-
 24 fective discharging of its responsibilities.

25 **e. Conference Connectional Ministries Council Staff:**

- 26 (1). The Bishop shall appoint an Assistant to the Bishop for Connec-
 27 tional Ministries, who shall be the executive responsible for car-
 28 rying out the decisions of the Conference Connectional Minis-
 29 tries Council, and for providing leadership in the manner de-
 30 scribed in §1608 of the *2012 Book of Discipline*.
- 31 (2). There may be up to four part-time or full-time **Leadership De-**
 32 **velopment Ministers**.
- 33 (a). Their primary responsibilities will be:
 34 1). Provide expertise in assigned areas.
 35 2). Resource district superintendents and field outreach
 36 ministers.
 37 3). Provide leadership training on a conference-wide
 38 and regional scale.
 39 4). Develop Christian stewards.
- 40 (b). The Leadership Development Ministers will address the
 41 following, utilizing the conference's strategic plan to set
 42 priorities for their work:
 43 1). Mission
 44 2). Social Justice
 45 3). Camping
 46 4). Spiritual Formation
 47 5). New Ministry development which includes helping
 48 the Iowa Annual Conference develop new congrega-
 49 tions, faith communities and community ministries.
 50 6). Evangelism
 51 7). Youth
 52 8). Young Adult
 53 9). Christian Education
 54 10). Older Adult Ministry

- 1 (c). The Leadership Development Ministers will be guided and
 2 supervised by the Assistant to the Bishop for Connection-
 3 al Ministries.
- 4 (3). For someone to be considered as a Leadership Development
 5 Minister that person must:
- 6 (a). Meet the standards established by and be elected by the
 7 Conference Connectional Ministries Council,
- 8 (b). Be amenable through the Assistant to the Bishop for Con-
 9 nectional Ministries to the Conference Human Resources
 10 Committee and work cooperatively in accepting assign-
 11 ments under the leadership of the Assistant to the Bishop
 12 for Connectional Ministries.
- 13 f. **Meetings:** The regular meeting dates of the Conference Connectional
 14 Ministries Council should be set and publicized in advance, to assist
 15 member agencies in planning. It shall hold at least three meetings a
 16 year; one of these shall be not later than March 15, to prepare the cor-
 17 related annual conference program; another shall be held after the
 18 annual conference session not later than the end of September; an-
 19 other shall be held by January 31. Additional meetings may be called
 20 by the executive committee or by the bishop. A copy of the correlated
 21 annual conference program (insofar as financial matters are involved),
 22 together with the proposed budget of the Conference Connectional
 23 Ministries Council, shall be sent to the Council on Finance and Admin-
 24 istration as promptly as possible, in order that the council may do its
 25 work in preparation for the annual conference session. Other copies
 26 shall be sent to the district superintendents for consideration by the
 27 District Councils on Ministries.
- 28 2. **Program Boards.** There shall be six program boards in the annual confer-
 29 ence whose members shall be elected for four year terms. These shall re-
 30 late to the work areas in the local church and district and to the program
 31 boards of the general church, as specified by the Conference Connectional
 32 Ministries Council. The boards shall submit the elements of program which
 33 are to be promoted in, supported by, or implemented by the district councils
 34 and local churches of the conference to the council for consideration and
 35 calendaring, prior to presentation to the local churches.
- 36 The boards are organized in accordance with the provisions of ¶610
 37 of *The Book of Discipline* and the names used here are not to be con-
 38 strued as necessarily the annual conference counterparts of similarly
 39 named general church boards. The disciplinary provisions and functions
 40 which apply to these boards shall be limited to those indicated in this plan
 41 of organization. Other necessary functions will be fulfilled through the or-
 42 ganizational structures developed by the boards. It is strongly recom-
 43 mended that the board sub-groups represented on the Conference Con-
 44 nectional Ministries Council shall select chairpersons on the 1/3, 1/3, 1/3
 45 ratio insofar as possible.
- 46 a. **Board Membership**
- 47 (1). The Conference Nominations Coordinating Committee, in con-
 48 sultation with the district superintendents, shall design a system
 49 to ensure, insofar as possible, a balanced membership on con-
 50 ference boards. It is strongly recommended that the members
 51 be 1/3 clergy, 1/3 lay women, and 1/3 lay men, and that there
 52 be persons named from each of the following groups:
 53 (a). young adults;
 54 (b). ethnics;

- 1 (c). over 64 years of age;
 2 (d). advocates for persons with disabilities.
- 3 (2). Each program board shall include one person nominated by
 4 each district committee on nominations.
- 5 (a). A current program board, commission or council, may
 6 nominate four to six (4 – 6) members for the board, com-
 7 mission or council. These nominations will be based on
 8 passion for, experience with, and specific skills needed for
 9 the ministry of that board, commission or council, and may
 10 be either new or existing members. Conference rules re-
 11 garding tenure will apply to these nominations. A program
 12 board, commission or council shall not exceed fourteen
 13 (14) elected members.
- 14 (b). The Nominations Committee will present to Annual Con-
 15 ference all nominees to be elected to each of the boards,
 16 commissions or councils, including both those nominated
 17 by the former board and those nominated by the nomina-
 18 tions processes of the districts.
- 19 (c). All elected members will be identified by the districts in
 20 which they reside.
- 21 (d). Incoming boards, commissions, and councils may invite
 22 the outgoing chair (or other former member of the group)
 23 to serve the incoming group in a consultative (voice but no
 24 vote) capacity for one year following her/his departure
 25 from the board, commission or council.
- 26 (3). All conference agencies, with the exception of those precluded
 27 by *The Book of Discipline*, may include a youth member.
- 28 (4). The chairperson of each board shall be nominated and elected
 29 by the board. Nominees do not have to be members of the
 30 board at the time of their nomination. The board chairpersons
 31 are members of the Conference Connectional Ministries Coun-
 32 cil.
- 33 (5). Members of General and Jurisdictional agencies are ex-officio
 34 members of the corresponding conference agencies. Affected
 35 conference agencies will be increased in membership accord-
 36 ingly in such cases.
- 37 **b. Standing Committee Membership:** No person shall serve more than
 38 eight consecutive years on a standing committee. In case of special
 39 leadership needs of emerging missional ministries, the Conference
 40 Connectional Ministries Council can extend the term of limits of mem-
 41 bership on a program standing committee annually for up to four
 42 years. The chair of the corresponding committee shall serve in that
 43 position for no more than eight years. The number of years a member
 44 of an agency may serve on a standing committee shall not exceed the
 45 number of years remaining in one's tenure on the agency. If a new
 46 standing committee is established by the Conference Connectional
 47 Ministries Council, membership on a previous standing committee
 48 shall be counted as tenure limitations.
- 49 **c. The program boards shall be:**
- 50 (1). **Board of Camp, Conference and Retreat Ministries.**
 51 (a). Responsibilities:

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- 1). Establish a vision, a direction for the ministry, and monitor the progress to assure that the organization is carrying it out.
 - 2). Be the link between the sites and annual conference (agencies and congregations), assuring that the agencies' and churches' needs and issues are understood by the Camp, Conference, and Retreat Ministries leaders, and that the Camp, Conference and Retreat Ministries' needs and issues are understood by the churches and annual conference agencies.
 - 3). Establish standards of quality for carrying out all aspects of the ministry with systems of accountability for assuring that the standards are maintained.
 - 4). Set annual goals which are attainable and measurable, and establish a regular system of accountability and feedback to assure that the goals are met and new goals established.
 - 5). Oversee the management of the sites, programs and personnel to assure fiscal responsibility, stewardship of property, quality of programming, fairness in staff relations, and practices which reduce the exposure of risk in the annual conference.
- (b). Officers of the board and members of the executive committee shall be the chairperson, vice chairperson and secretary. The officers may be selected from outside the board membership.
 - (c). The Board will have 4 lay, 4 clergy, 4 persons with special expertise, one youth, and 3 officers. There shall be a goal of having membership which will represent each of the districts.
 - (d). The Board shall have a Personnel standing committee.
- (2). **Board of Church and Society**, with functions as outlined in *The Book of Discipline*, (§629).
- (a). Officers of the board and members of the executive committee shall be the chairperson, vice-chairperson, financial secretary and secretary. The officers may be selected from outside the membership of the board.
 - (b). Membership shall include the officers, 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 mem-

bers 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.

(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

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- (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 secretary and secretary. The officers may be selected from outside the membership of the board.
- (b). Membership shall include one person from each district and at least one youth and one young adult.
- (c). Consultants may be the presidents of the Iowa United Methodist-related colleges or their designees, and a representative from each of the Wesley Foundations, which may be the director or a designee. Where community college ministries are viable, an advocate may be added to the board as a consultant.
- (6). **Board of Laity**, with functions as outlined in *The Book of Discipline* (§631).
- (a). Officers of the board and members of the executive committee shall be the chairperson (Conference Lay Leader), Associate Conference Lay Leader, secretary, financial secretary, and Conference Director of Lay Speaking Ministries. The Associate Conference Lay Leader, secretary, and financial secretary may be selected from outside the membership of the board. The Conference Lay Leader shall be elected quadrennially on nomination of the Board of Laity. A person who has served on the Board of Laity for the maximum eight years tenure allowed agency members may have an additional four years of tenure, if elected Conference Lay Leader. (Exception to tenure rule IV.C.7.a.)
- (b). Membership shall include each district lay leader, one youth and the officers.
- (c). Ex-officio members shall be the Conference Scouting Coordinator, the presidents of Conference United Methodist Women and United Methodist Men, the chairperson of the Conference Council on Youth Ministries, a United Methodist young adult, representative of Heifer Project International, representative of the School for Lay Ministry, representative of Thanksgiving Ingathering, and the Bishop or Bishop's designees.
3. **Board of Ordained Ministry**, with functions as outlined in *The Book of Discipline*, §635. (Also, see V, of this Plan of Organization and Rules of Order.)
- a. Officers of the board shall be the chairperson, vice-chairperson or chair-elect (in charge of Examination Teams), examination coordinator, registrar, secretary, and financial secretary. Members of the executive committee shall also include the chairs of the Order of Elders, the Order of Deacons, and The Fellowship of Local Pastors and Associate Members, the chairs of Board committees, one district superintendent, and the Assistants to the Bishop.
- b. Membership shall consist of seventy persons nominated by the bishop and elected by the annual conference for a term of four years. At least one-fifth of the board shall be lay persons, which may include diaconal ministers. Board membership shall include at least one ordained clergy person in retired relationship, at least one ordained clergy person

1 in extension ministry, and two district superintendents who are to rep-
 2 resent the cabinet. At least two associate members or local pastors
 3 who have completed the Course of Study shall be members of the
 4 board with voice and vote.

5 **4. Conference Council on Youth Ministry.** (§649).

6 **a.** The officers and executive committee shall be the chairperson, chair-
 7 person-elect and secretary who shall be selected from the youth gen-
 8 eral membership of CCYM.

9 **b.** Membership shall include one adult youth coordinator from each dis-
 10 trict, sixteen youth under 18 years of age, the chair, chair-elect and
 11 secretary, The district youth coordinators (for membership on CCYM)
 12 and the sixteen youth members will be nominated by the Conference
 13 Nominations Coordinating Committee.

14 **c.** The Conference Nominations Coordinating Committee shall maintain
 15 a list of nominees for youth members who have expressed interest in
 16 being members of conference agencies.

17 **d.** The Conference Connectional Ministries Council, in consultation with
 18 the Conference Council on Youth Ministry, shall nominate quadrenni-
 19 ally a Conference Coordinator of Youth Ministry to be elected by the
 20 annual conference.

21 **5. Conference Council on Older Adult Ministries.** (§651).

22 **a.** Officers and members of the executive committee shall be the chair-
 23 person, vice chairperson/financial secretary, and secretary. The offic-
 24 ers shall be selected from the general membership.

25 **b.** Membership:
 26 (1). shall be in accordance with §651.2, and
 27 (2). shall include one representative from each district.

28 **6. Young Adult Council** (§650). Formation of this council is in process.

29 **7. Christian Unity and Interreligious Concerns Commission** (§642).

30 **a.** Membership shall be the chairperson, one person selected from each
 31 district, and one youth. The vice chairperson/financial secretary and
 32 secretary shall be selected from within the membership.

33 **b.** Ex-officio members shall be the Ecumenical Partner and the United
 34 Methodist Women representative to Church Women United.

35 **8. Advocacy Commissions.** The purpose of the following listed commissions
 36 which will relate directly to the Conference Connectional Ministries Council,
 37 will be to advocate, monitor, and serve as catalysts to insure that the con-
 38 cerns of their constituents are adequately represented in conference pro-
 39 gramming. They are not to be programming groups in and of themselves,
 40 but rather they shall encourage other agencies to program with their con-
 41 cerns in mind. Their functions may include: collecting and assessing infor-
 42 mation, interpreting needs, providing resources and consultative services.

43 **a. Religion and Race** (§643).

44 (1). The officers of the commission and members of the executive
 45 committee shall be the chairperson, vice chairperson/financial
 46 secretary and secretary. The vice chairperson/financial secre-
 47 tary and secretary shall be selected from the general member-
 48 ship.

49 (2). Membership shall include one person selected from each dis-
 50 trict, one youth, one young adult, and six ethnic fellowship
 51

- 1 group representatives each of whom will advocate on behalf of
 2 one of the following conference ethnic fellowships:
 3 (a). African-American
 4 (b). Asian
 5 (c). Filipino
 6 (d). Hispanic
 7 (e). Korean
 8 (f). Native American
- 9 (3). One ecumenical partner from each of the following churches:
 10 (a). African Methodist Episcopal Church (AME)
 11 (b). African Methodist Episcopal Zion Church (AMEZ)
 12 (c). Christian Methodist Episcopal Church (CME)
- 13 **b. Status and Role of Women (§1644)**
 14 (1). Membership shall include one person selected from each dis-
 15 trict, one youth, and six at-large members. The vice chairper-
 16 son/financial secretary and secretary shall be selected from the
 17 membership.
 18 (2). A representative appointed by and from the Conference United
 19 Methodist Women shall be an ex-officio member.
 20 (3). Co-chairpersons shall be elected from the at-large members.
- 21 **c. Ministry With Persons With Disabilities (§1653).** Membership shall
 22 be the chairperson, one youth, and one person selected from each
 23 district. The vice-chairperson/financial secretary and secretary shall
 24 be selected from the membership. At least one-half of the members of
 25 this commission shall be persons having disabilities.
- 26 **9. Task groups.**
 27 **a.** A proposal for an annual conference task group shall include budget
 28 provisions for the work of the task group.
 29 **b.** When the annual conference approves a motion for a new task group,
 30 the motion shall be referred to the Executive Committee of the Con-
 31 ference Connectional Ministries Council for its recommendation as to
 32 possible assignment to an existing agency. The Conference Connec-
 33 tional Ministries Council Executive Committee shall report back to the
 34 same annual conference session for its vote on the recommendation.
- 35 **10. Sunset Rule.** When a new study committee, task group, or similar group is
 36 authorized by the annual conference, there shall be included the date when
 37 the work of the group is to be completed and the group disbanded.
- 38 **E. Conference Lay Organizations.**
 39 1. United Methodist Women (§1647).
 40 2. United Methodist Men (§1648).
 41 3. Council on Youth Ministry (§1649)
 42 4. Iowa United Methodist Student Movement.
- 43 **F. Health and Welfare Organizations Related to the Iowa Annual Conference:**
 44 1. Health and Welfare organizations and institutions located within the bounds
 45 of the Iowa Annual Conference that establish and maintain relationship
 46 statements with the annual conference shall be recognized as related or-
 47 ganizations.
 48 2. Relationship Statements with Health and Welfare Organizations:
 49 **a.** Must comply with all of the terms in §2517.1, §2517.2 and §2517.4 of
 50 *The 2012 Book of Discipline of The United Methodist Church.*
 51 **b.** Must include terms by which the organization promises to evaluate it-
 52 self for excellence in ministry by either:

- 1) Pursuing and achieving accreditation in an industry-recognized national accreditation body appropriate to a faith-based organization, or
- 2) Utilizing programmatic standards, self-study and peer review appropriate to church-related institutions and programs that promote excellence in Christian ministry and mission and enhance the quality of services offered by the institution.

- c. Must be reviewed by the conference chancellor prior to adoption by the Annual Conference Session.
- d. Health and Welfare organizations are strongly encouraged to pursue membership in the United Methodist Association.

3. Organizations which have complied with the requirements herein and have a current relationship statement with the Iowa Annual Conference:

- a. Shall be listed in the General Directory of the Iowa Annual Conference Journal and on the official web site of the Iowa Annual Conference, with a link to each organization's web page;
- b. May request display space at Annual Conference Session and other conference gatherings; and
- c. May request promotion of the ministry through the communication channels of the conference.

4. The Conference Connectional Ministries Council is responsible for establishment and maintenance of the relationship statements between the annual conference and qualifying institutions and organizations.

- a. A task group of no more than six persons shall review all submitted relationship statements and prepare recommendations of adoption/non-adoption to the Conference Connectional Ministries Council.
- b. The task group shall be comprised of representatives of the Conference Connectional Ministries Council, the Conference Board of Trustees and the Standing Commission on Community and Institutional Ministries of the Conference Board of Global Ministries.
- c. The Conference Connectional Ministries Council shall act upon the recommendations of the task group and report their action to the Conference Board of Trustees.
- d. All relationship statements must be reviewed and renewed every four years.

III. DISTRICT MINISTRIES

- A. **District Conference.** There shall be a district conference in each district. (§658-§659).

1. **Membership.** The district conference shall be composed of all the clergy, diaconal ministers, deaconesses, the church lay leader, the president of United Methodist Women, president of United Methodist Men, and president of United Methodist Youth Fellowship from each local church, the lay member(s) of the annual conference from each charge, equalization lay members of the annual conference, the district lay leader and associate district lay leaders, the president of the district United Methodist Women, the president of the district United Methodist Men, the district director of Age-Level Council, District Youth Ministries Council, all district Connectional Ministries Council members, the Field Outreach Minister, and such other persons as the district conference may determine.
2. The district conference may choose its own order of business. The secretary duly elected shall keep an accurate record of the proceedings.
3. The district superintendent shall be the presiding officer of the district conference.
4. The district conference, in consultation with the Council on Finance and Administration may raise funds from the churches of the district for experi-

- 1 mental ministries within the district. Such funds shall be deposited in the
2 central treasury of the annual conference and disbursed on voucher.
- 3 5. The district conferences shall meet at least thirty days before the annual
4 conference session to approve nominations of members to the Conference
5 agencies.
- 6 6. The district conferences shall elect the following four year conference level
7 positions, if open
- 8 a. The District Connectional Ministries Council chairperson who shall al-
9 so be the district representative on the Conference Connectional Min-
10 istries Council.
- 11 b. The district lay leader who serves on the Conference Board of Laity.
- 12 c. One representative to the Conference Leadership Development Co-
13 ordinating Committee. (See II.C.14.b.)
- 14 d. One representative to the Conference Nominations Coordinating
15 Committee. (See II.C.15.b.(1).)
- 16 **B. A District Ministry Team**, consisting of the District Superintendent and the Field
17 Outreach Minister, shall lead each district.
- 18 1. The Field Outreach Minister shall resource local churches to provide effec-
19 tive leadership, ministry programs and mission outreach within their local
20 community and around the world.
- 21 2. The teams will work collaboratively and cooperatively to promote effective
22 ministry.
- 23 3. The teams will be guided and their effectiveness evaluated by the bishop.
- 24 4. The District Superintendency Committee will assist the bishop in evaluating
25 and advising the work of both the district superintendent and field outreach
26 ministry and report annually to the bishop.
- 27 5. Each district superintendent and each field outreach minister will resource
28 no more than one conference agency.
- 29 6. The Field Outreach Minister may be part-time or full-time, may serve more
30 than one district, or may be based out of the conference center.
- 31 7. The foci for the ministry of the Field Outreach Minister will be based upon
32 the priorities set by the annual conference in its strategic plan.
- 33 8. The number of Field Outreach ministers will be set by the Bishop and the
34 appointive cabinet.
- 35 **C. Stewardship Team.** Each district shall have a Stewardship Team comprised of
36 members determined by the district superintendent. The Stewardship Team will
37 help churches of the district to meet their financial responsibilities to the confer-
38 ence by taking actions such as:
- 39 1. Contacting local churches to encourage faithful giving.
- 40 2. Providing resources to enhance local church stewardship
- 41 3. Tracking local church apportionment giving on a quarterly basis.
- 42 **D. Local Ministry Action Teams:** Churches in each district shall be strongly en-
43 couraged to organize into Local Ministry Action Teams. The primary purpose of
44 these ministry action teams will be to work cooperatively to reach out to persons
45 who are not currently being reached by the ministry outside the walls of our
46 churches.
- 47 **E. District Connectional Ministries Councils.** There shall be in each district a
48 Connectional Ministries Council elected by the district conference.
- 49 1. **Functions.**

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- a. To develop a district ministry vision and strategy that is in alignment with the stated mission of the annual conference.
 - b. To develop within the district and between districts ministries and leadership that are in alignment with the vision and strategy of the district(s), working in collaboration with the Leadership Development Ministers, the District Ministry Team and the Conference Connectional Ministries Council.
 - c. To create opportunities for feedback on and evaluation of the district's programming and ministry development work.
 - d. To connect local congregations to one another and to the annual conference by establishing channels of communication and opportunities for dialogue.
 - e. To develop Local Ministry Action Teams in collaboration with the District Ministry Team.
 - f. To recruit, train and support the District Stewardship Teams. To oversee the administration of grant-related responsibilities assigned to or residing within the district.
 - g. To receive reports from grant recipients and other ministry groups within the district as shall be determined by the Council, for the purposes of communicating information about ministries in the district and assuring faithful stewardship of available grant funding.
 - h. To administer funds received from the annual conference and funds raised by the district. District monies may not be used for conference programs unless the District Connectional Ministries Council authorizes such use. No individual officer or member of the District Connectional Ministries Council has authority to use district monies without action of the Council.
2. **Membership.** Each district may determine the number of persons needed for fulfilling the strategic and administrative work that will be done by the District Connectional Ministries Council. It is strongly recommended that membership be chosen to include a balance of clergy and laity, men and women, as well as representation of ethnic persons, youth/young adults, and older adults. The district presidents of United Methodist Men and United Methodist Women may be part of the Council; districts are encouraged to include Volunteers in Mission and Disaster Response coordinators on the Council. The District Conference shall determine and elect the membership. The Field Outreach Minister assigned to the district shall be a member, as well as the following officers:
- a. The district superintendent, who shall have primary administrative responsibility.
 - b. A chairperson, elected by the district conference, (III.A.6.a.)
 - c. The district lay leader, elected by the district conference, (III.A.6.f.)
 - d. A secretary, elected by the district conference.
3. In order to foster a collaborative relationship between the ministry of local churches, districts, and the annual conference, the chairperson of the District Council shall represent the district at the Conference Connectional Ministries Council, or designate another member of the district council to serve in his/her place.
4. In order to fulfill the above functions, the District Connectional Ministries Council may organize its work as best serves the missional activities of the districts. This includes, but is not limited to, assigning responsibilities to and

1 setting timelines for task groups, sub-district groups and special purpose
 2 committees. It is strongly encouraged that the District Council annually re-
 3 views the representation in each subgroup; then, working with the District
 4 Nominations Committee, develop and recruit leadership that will ensure the
 5 ongoing vitality of the district's life.

6 5. By June 1st of each year, the District Connectional Ministries Councils shall
 7 report their functioning structures, including all working subgroups, to the
 8 Conference Connectional Ministries Council through the Chairperson of the
 9 Conference Connectional Ministry Council and the Assistant to the Bishop
 10 for Connectional Ministries.

11 6. Because of their specialized functions, the District Committee on Ordained
 12 Ministry and the District Board of Church Location and Building shall be con-
 13 tinued as separate agencies.

14 7. The District Connectional Ministries Council shall meet at least three times a
 15 year and such other times as shall be necessary.

16 IV. NOMINATIONS, ELECTIONS AND APPOINTMENTS

17 A. The Local Church Committee on Lay Leadership.

18 1. This committee shall prepare a list of names of local church persons as
 19 suggested nominees for district and conference positions. These names
 20 shall be presented to the district superintendent as a part of the regular
 21 charge conference report to the district superintendent.

22 2. The term of office for elected personnel in local churches by the charge con-
 23 ference or annual church conference shall be from January 1 through De-
 24 cember 31. The lay member of the Annual Conference may be elected an-
 25 nually or quadrennially by the charge conference next preceding the regular
 26 meeting of the General Conference, as each charge conference so decides.

27 B. District Nominations Committee

28 1. Responsibilities.

29 a. Nominate for district responsibilities as determined by the district con-
 30 ference, *The Book of Discipline*, and the annual conference Rules of
 31 Order.

32 b. Provide nominees for election by district conference to membership
 33 on conference agencies.

34 c. Submit to the Conference Nominations Coordinating Committee a list
 35 of persons to be nominated for other conference agencies according
 36 to the matrix provided by the Conference Nominations Coordinating
 37 Committee.

38 d. Channel all information for conference elections, including those made
 39 by districts, and *Iowa Annual Conference Journal* records through the
 40 Conference Nominations Coordinating Committee.

41 e. Adhere to the conference-determined guidelines (See IV.C.)

42 f. Nominate for vacancies between district conference sessions by sub-
 43 mitting one or more nominees for each vacancy for election by the
 44 District Connectional Ministries Council, including those vacancies
 45 created by persons moving from the district.

46 g. Cooperate fully with the Conference Nominations Coordinating Com-
 47 mittee in keeping accurate and systematic records of all transactions.

48 2. Membership. The District Nominations Committee is nominated and elected
 49 by the district conference by majority vote and shall be composed of six to
 50 twelve members and the district representatives to the Commission on the
 51 Status and Role of Women, the Commission on Religion and Race, and the

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

- 18 3. Officers. It is strongly recommended that one clergy, one layman, and one
 19 laywoman elected by the district conference serve as the officers.
- 20 4. Term of Office shall begin July 1 and be for a four year term with a maxi-
 21 mum of two terms.

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

- 23 1. For the purposes of nominations and elections the following definition shall
 24 apply in reference to the term "annual conference agencies." The agencies
 25 of the Iowa Annual Conference are the regularly established boards, com-
 26 missions, councils, standing committees, and committees. Not included are:
 27 the Conference Connectional Ministries Council and its subcommittees,
 28 Conference Council on Youth Ministry, Young Adult Council, Older Adult
 29 Council, Annual Conference Administrative Coordinating Council, Commit-
 30 tees on Investigation, Administrative Review Committee, Joint Committee
 31 on Incapacity, the Committee on the Episcopacy, task forces or task groups,
 32 ecumenical groups, ex-officio members by virtue of membership on a gen-
 33 eral agency, or committees related to the conduct of the annual sessions of
 34 the conference.
- 35 2. Only active members in The United Methodist Church shall be eligible for
 36 nomination unless *The Book of Discipline* or the Iowa Annual Conference
 37 Rules of Order specifically provide for ecumenical representation.
- 38 3. If a person nominated is a family member of a member on the district com-
 39 mittee, the latter must refrain from any involvement in decision making
 40 about the position for which nominations are being sought and recommend-
 41 ed. No member of a district committee may nominate a member of his or
 42 her family for membership on any annual conference agency or position for
 43 which the district committee has nominating responsibility.
- 44 4. An employed staff member of the annual conference shall not be eligible for
 45 any agency membership unless *The Book of Discipline* stipulates otherwise.
- 46 5. A district superintendent shall not be the chairperson of any agency; neither
 47 shall a clergy person continue as a chairperson if he/she is appointed dis-
 48 trict superintendent.
- 49 6. The term of office for members of agencies of the conference are for four
 50 years. If the election occurs at annual conference, the term of office shall
 51 begin on July 1, unless otherwise provided by Articles of Incorporation or
 52 proper authority.
- 53 7. **Tenure:**

- 1 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.
- 2
- 3
- 4
- 5
- 6
- 7 b. If a new agency is established, membership on a predecessor agency shall be counted as tenure limitations.
- 8
- 9 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.
- 10
- 11
- 12
- 13
- 14
- 15 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.
- 16
- 17 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.
- 18
- 19
- 20 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.
- 21
- 22
- 23
- 24
- 25 8. The Conference Nominations Coordinating Committee shall encourage the district committees on nomination to be reasonably certain that the persons they nominate are:
- 26
- 27
- 28 a. Competent to represent the church in this particular field.
- 29
- 30 b. Willing to make an effort to attend meetings.
- 31
- 32 c. Willing to do a reasonable amount of homework on committee assignments for the agency.
- 33
- 34 d. Active members of a local United Methodist Church.
- 35 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.
- 36 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.
- 37
- 38
- 39
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- 41
- 42 10. A member of the Council on Finance and Administration shall not be permitted elective membership on any other conference agency or any other agency receiving financial support from the conference.
- 43
- 44
- 45 **D. Election of Officers of Agencies.**
- 46 1. Officers of agencies shall be elected from within the membership of the agency unless otherwise exempt in the Rules of Order. They shall be elected for a quadrennium, unless the Articles of Incorporation, *The Book of Discipline*, or these Rules of Order state otherwise. The officers shall assume their duties on July 1, unless the Articles of Incorporation or *The Book of Discipline* state otherwise.
- 47
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- 51

- 1 2. If the agency has been newly organized it shall be convened by the Cabinet
2 or the Conference staff representative to the agency.
- 3 3. The previous officers shall maintain the functions of the agency and plan for
4 and carry out the meeting in which the elections are held. These officers
5 have a vote only if they are continuing as members of the agency.
- 6 4. The chairperson in consultation with the staff person related to the agency
7 may appoint members of the agency to serve as a nominating committee.
- 8 5. If the person elected chairperson of an agency is a district representative,
9 that person becomes an at-large member. The district formerly represented
10 by the newly elected chairperson shall choose another representative.

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

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

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

- 16 1. The Annual Conference session one year before a session in which dele-
17 gates are elected to General and Jurisdictional Conference shall adopt pro-
18 cedures governing said elections. The Conference Secretary shall be re-
19 sponsible for coordinating the election process.
- 20 2. The first and second lay and clergy alternates elected to the General Con-
21 ference shall be reimbursed by the annual conference at the same rate as
22 those elected to General Conference. The first and second lay and clergy
23 alternates elected to Jurisdictional Conference shall be reimbursed by the
24 annual conference at the same rate as those elected to the Jurisdictional
25 Conference.
26

27 **G. Nomination of Person(s) for the Office of Bishop.** The annual conference, at
28 the session immediately prior to the next regular session of the Jurisdictional
29 Conference, may nominate a person or persons for the office of bishop (§405.1).
30 The clergy members elected to the General Conference delegation and any cler-
31 gy members nominated from the floor will constitute the ballot on which all lay
32 members and all clergy members may vote to select the conference's nominee. If
33 the annual conference chooses to have more than one nominee, then subse-
34 quent ballots shall be taken to select them.
35

36 **V. MINISTERIAL QUALIFICATIONS AND RELATIONS**

37 **A. Approval or Admission.**

- 38 1. Candidates seeking admission as associate, provisional, or full members
39 shall submit all required documents to the Board of Ordained Ministry by the
40 date announced by the Board for the year in which they seek admission.
- 41 2. All persons who will be appointed for the first time as full-time Local Pastors
42 shall be examined and must be approved by a District Committee of Or-
43 dained Ministry.
44

45 **B. Candidate Assessment.**

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

1 **C. Education and Service Requirements.**

- 2 1. Those persons seeking ministerial relationship and membership in the Iowa
3 Annual Conference shall have completed all requirements listed in the *The*
4 *2012 Book of Discipline*.
- 5 a. For full connection and ordination as Elder, ¶335.
6 b. For full connection and ordination as Deacon, ¶330.
7 c. For provisional membership, ¶324.
8 d. For associate membership, ¶322.
9 e. For transferring clergy from other Annual Conference and Other Meth-
10 odist Denominations, ¶347.1-2.
11 f. For transferring clergy from Other Denomination, ¶347.3
- 12 2. Those persons seeking full and associate membership in the Iowa Annual
13 Conference shall have satisfactorily completed one unit of Clinical Pastoral
14 Education or an alternate equivalent program approved in advance by the
15 Board Ordained Ministry.
- 16 3. Those persons seeking ministerial relationship and membership in the Iowa
17 Annual Conference shall participate in the Residency in Ministry and Men-
18 toring Program, and School for Ministry or Board of Ordained Ministry ap-
19 proved continuing education event as required by the Board until their cre-
20 dentialing and ordination processes are completed.

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

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

36 **E. Finance.**

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

42 **F. Financial Obligation.**

- 43 1. Percentage payments. Amounts in default, at time of union and thereafter
44 with simple interest at three percent from the time of union, shall constitute
45 a lien on the defaulting clergy person's annuity, and upon his/her retirement
46 or death the Conference Board of Pensions shall recover the shortage by
47 appropriating the amount of the lien from the annuity of the involved, subject
48 to the regulations and limitations prescribed by *The Book of Discipline* of
49 The United Methodist Church.

2. Proportional payments (§622). The Conference Board of Pensions shall keep a complete record of all church failures to pay their Ministerial Support Apportionment in full. The Board shall engage in appropriate educational efforts to inform local church treasurers and pastors of their responsibility to implement proportional payments of pastoral compensation when the Ministerial Support Apportionment is not paid in full. This same principle shall apply to district superintendents in regard to the total for the district to which they are assigned.

G. Moral and Official Conduct of Clergy. The method of approval of the moral and official conduct of the clergy members of the conference shall be by means of the Board of Ordained Ministry making inquiry of each district superintendent about each ordained minister in the district, and inquiring of the bishop about each district superintendent, and one report being made by the Board of Ordained Ministry to the bishop and the conference. (§604.4 and §605.7).

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

VI. REPORTS, FINANCE AND PROPERTY

A. Fiscal and Statistical Year. The fiscal and statistical year of the annual conference shall be from January 1, to December 31. (§721).

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

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

C. Central Treasury. There shall be a central treasury of the Iowa Annual Conference. Each annual conference agency receiving funds through the conference budget shall have a credit account with the conference treasurer, against which vouchers shall be drawn by the person so authorized by the agency; checks shall be drawn directly to the credit of the payee. Other annual conference organizations shall be urged to use this central treasury for handling of their funds.

- 1. Rules established by the annual conference for the guidance of the conference treasurer shall be as follows:
 - a. The treasurer shall serve as the fiscal agent (not the treasurer) of each of the several agencies. This means that the treasurer shall not be considered an ex-officio member of that board or commission, but will simply handle the funds, and be properly bonded for the same.
 - b. The fiscal agent shall keep a separate account for each board with sub-accounts for special purposes tied in with the budget of the agency to facilitate reporting to the agency.
 - c. A statement of each account shall be prepared at least quarterly. Copies of the financial statements shall be distributed annually to the pertinent agency, the Council on Finance and Administration, and the Conference Connectional Ministries Council.
 - d. The agency shall designate and officially notify the fiscal agent as to the person or persons having the right to draw the vouchers.

- 1 e. The conference treasurer, serving as the fiscal agent, shall not pass
2 on the justifiability of an expenditure called for by the voucher. When
3 expenses occur that are in excess of the spending limits within an
4 agency the treasurer shall notify that agency. The treasurer shall noti-
5 fy the agency chair or the Assistant to the Bishop for Connectional
6 Ministries in the event of vouchers which seem to be in violation of
7 conference rules or good accounting practice.
- 8 f. Vouchers requesting payment to the person signing the voucher shall
9 have a second signature. The signature would be that of the chairper-
10 son of the parent agency or the conference staff person relating to the
11 committee or office in question.
- 12 2. The conference treasurer shall be responsible for the employment of the
13 person or persons who work as assistants in the treasurer's office, in con-
14 sultation with the chairperson of the Council on Finance and Administration.
15 The same rules as to vacation, sick leave, etc., shall apply to such employ-
16 ees as apply to all other employees in the Conference Center.
- 17 3. The central treasury shall be authorized to receive and disburse funds and
18 subsidies on behalf of and at the request of district superintendents.
- 19 4. Each District Connectional Ministries Council shall deposit all funds received
20 for district program work with the central treasury and shall use that facility
21 as its disbursing agency. The central treasury shall be authorized to receive
22 and disburse other district funds; this shall be the recommended pattern.
23 The Committee on Camp, Conference and Retreat Ministries may utilize the
24 services of the central treasury and, in consultation with the Council on Fi-
25 nance and Administration, the procedure for receiving and disbursing relat-
26 ed funds shall be determined.
- 27 5. The Annual Conference, through the Council on Finance and Administration
28 shall cover directly the cost of operating the treasurer's office and require all
29 annual conference agencies to use its services. No charge shall be made by
30 the central treasury to an annual conference or district agency or to a district
31 superintendent for handling such accounts. However, corresponding ad-
32 justments shall be made in agency budgets if they have previously main-
33 tained their own treasury.
- 34 **D. Apportionments.** Any proposal or amendment brought to the conference floor
35 which affects the apportionment formula shall be referred to Council on Finance
36 and Administration for its response before final action is taken by the conference.
- 37 **E. Records Center.**
- 38 1. The bishop's office shall be the center for keeping permanent biographical
39 and personnel files for all pastors of the Iowa Annual Conference.
- 40 2. The Human Resources office shall be the center for keeping service records
41 and vital statistics for all pastors of the Iowa Annual Conference and their
42 families.
- 43 3. The Conference Director of Administrative Services shall be the repository
44 for property records.
- 45 **F. Bonding.**
- 46 1. The Council on Finance and Administration shall annually arrange for the
47 bonding of the conference treasurer and all other persons who are respon-
48 sible for funds of the Iowa Annual Conference. These bonds are to be re-
49 tained by the Council on Finance and Administration.
- 50 2. The Council on Finance and Administration and the Conference Board of
51 Trustees shall encourage every local congregation to provide bonding for
52 their volunteers and staff.

1 **G. Audit.**

- 2 1. A Conference Audit Committee shall be established consisting of members
3 of the Council on Finance and Administration and the Conference Board of
4 Pensions elected by the respective boards.
5
6 2. Any board, commission, committee, or institution program group that re-
7 ceives \$10,000 or more from the Iowa Annual Conference and is related to
8 the Iowa Annual Conference, and that maintains funds into which it receives
9 and dispenses money in an amount in excess of \$20,000 annually, shall
10 have its accounts audited and report this audit annually to the Audit Com-
11 mittee.
12

13 **H. Funding of New Program.** Any motion or report that calls for the adoption of a
14 new conference program requiring an increased conference budget and/or in-
15 creased appropriation of monies or any new or increased apportionment, or any
16 proposed fund raising program by any institution, shall be printed in the *Pre-*
17 *Conference Manual* under the section having to do with the board, commission,
18 committee, or institution making the request, if it is for a sum in excess of
19 \$10,000. If such a resolution or report is not printed in the *Pre-Conference Man-*
20 *ual*, it may be considered by the conference only after receiving a two-thirds ma-
21 jority vote for consideration. In the event the conference votes to hear the resolu-
22 tion or report, twenty-four hours must elapse before the vote for adoption is tak-
23 en. If adopted, all such funding requests must be referred to the Council on Fi-
24 nance and Administration.

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

- 26 1. All debit balances (deficits) in any conference board or agency account shall
27 be carried forward into the next fiscal year. All credit balances (surpluses) in
28 any conference board or agency account shall, at year end, be credited to
29 the conference's Unrestricted Reserve Fund. This rule does not apply to:
30
31 a. Accounts that contain funds restricted by the original gift or receipt.
32
33 b. Any conference board or agency account in deficit at year end may be
34 approved to close such deficit to the conference's Unrestricted Re-
35 serve by the Council on Finance and Administration.
36
37 c. Administrative agency accounts with surpluses may be approved for
38 carryover into the next fiscal year by the Council on Finance and Ad-
39 ministration.
40
41 d. Program and benevolence agency accounts with surpluses may be
42 approved for carryover into the next fiscal year by the Conference
43 Connectional Ministries Council upon recommendation of the Program
44 Review Committee and approval of the Council on Finance and Ad-
45 ministration.
46
47 2. The Council on Finance and Administration may also set policies for carry-
48 over of deficit and credit accounts, so that the treasurer may do so without
49 annual action by the Council on Finance and Administration. If the funds are
50 in a program area, the recommendation will come to the Council on Finance
51 and Administration from the Conference Connectional Ministries Council. All
52 standing carryover funds must be reviewed at least once each quadrennium
by the Council on Finance and Administration .

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

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

- 1 2. The rate paid will be ½ of 1% below the average rate being earned by the
2 conference during the quarter.
- 3 3. Any operation deficits carried by the agency will be deducted from the bal-
4 ances before interest is calculated.
- 5 4. The Council on Finance and Administration at its late fall meeting each year
6 shall designate which funds are to be eligible for interest payments in the
7 ensuing year.

8 **K. Miscellaneous.**

- 9 1. Each fall the Council on Finance and Administration, based on the four-year
10 average of previous years' apportionment receipts and projection of the cur-
11 rent year's apportionment receipts, will instruct each agency to prioritize its
12 spending for the next year and submit the revised spending budget to the
13 Council on Finance and Administration. If the agency has a program that
14 needs to be funded at 100%, the balance of the remaining programs shall
15 be funded at a ratio of the remaining budget. Agencies may adjust their own
16 budget line items to attain the spending limits with benevolence budgets re-
17 ceiving the consent of the Conference Connectional Ministries Council and
18 the Council on Finance and Administration and other agencies receiving
19 consent of the Council on Finance and Administration.
- 20 2. There shall be an annual report from each church to the annual conference
21 as to its total indebtedness for current expenses and capital expenditures.
- 22 3. All expense allowances to pastors, including travel, utilities, fuel, social se-
23 curity, pensions, and hospitalization, shall be reported in the expense col-
24 umns in the *Iowa Annual Conference Journal*.
- 25 4. Funds in any conference budget may not be used to initiate new programs
26 or transfer funds without the consent of the Program Review Committee and
27 Conference Connectional Ministries Council. When a request for a transfer
28 of funds is made when no regular Program Review Committee is scheduled,
29 the committee shall act on the request by phone consultation, mail and/or
30 special meeting.
- 31 5. If the memberships of more than one pastoral charge are to be solicited in
32 any financial campaign or program initiated by any agency or institution
33 owned by or related to the annual conference, or receiving annual confer-
34 ence funds, or any entity outside the Iowa Annual Conference other than the
35 General Conference, the approval of the Council on Finance and Admin-
36 istration and/or Annual Conference shall be required.
- 37 6. The Council on Finance and Administration shall make recommendations
38 each year regarding provision for travel, lodging, and meal expenses for
39 ministerial and lay members for the annual conference session.
- 40 7. There shall be a listing of all abandoned church properties of The United
41 Methodist Church in Iowa filed with the report of the Conference Board of
42 Trustees and printed each year in the *Iowa Annual Conference Journal*.
- 43 8. Approval for funding mission appeals may be granted after consultation
44 among and approval of the office of the resident bishop, chairperson of the
45 Iowa Board of Global Ministries, chairperson of Council on Finance and
46 Administration, and chairperson(s) of other mission related agencies. The
47 chairperson of the Board of Global Ministries is to convene the consultation
48 process.
- 49 9. Persons or immediate family members who relate to programs that receive
50 program funds from the Iowa Annual Conference are required to refrain
51 from voting on proposals as the budget is developed in the program agency
52 of the annual conference.

- 1 10. Federated churches, involving United Methodists, shall be apportioned on
2 the same basis and in the same manner as United Methodist churches, re-
3 quiring requested reports from the pastor for *Iowa Annual Conference Jour-*
4 *nal* records needed for such determinations as voted by the annual confer-
5 ence. The *Iowa Annual Conference Journal* records shall show the numbers
6 as applicable to United Methodists only or where this can not be resolved,
7 satisfactory percentages of all totals shall be made by the local church in
8 consultation with the district superintendent of the United Methodist Church.
- 9 11. Vouchers for Special Gifts. Gifts of any sort received as a result of direct so-
10 licitation on the part of any conference institution, when such gifts do not
11 pass through the hands of the treasurer of a local church nor apply on any
12 apportionment to a local church, shall be considered as Special Gifts. All
13 such annual totals shall be reported to the conference treasurer for record-
14 ing in the *Iowa Annual Conference Journal*.
- 15 12. Each conference corporation shall provide a summarized financial report for
16 printing in the *Iowa Annual Conference Journal*.

17 VII. PARLIAMENTARY RULES OF ORDER

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

- 1 bers, as he/she deems necessary to conform to the Rules of Order; subject to an
2 appeal to the conference by any member without debate. When any member
3 raises a point of order he/she shall cite the rule he/she adjudges to have been vi-
4 olated.
- 5 1. At such time as the bishop is unable to preside, the provisions of ¶603.6 of
6 *The Book of Discipline* shall be followed.
- 7 2. If no other bishop is available, the Assistant to the Bishop for Administration
8 shall convene the session and the annual conference shall elect a president
9 pro tempore.
- 10 **H. Speaking.** When a member speaks to the conference the member shall give
11 her/his: name, charge and whether they are clergy or lay.
- 12 **I. Motions Written.**
- 13 1. All motions shall be written and presented to the conference secretary on
14 the appropriate form, and any which exceed 80 words shall be published for
15 the members of the conference prior to consideration.
- 16 **J. Distribution of Materials.** Before any materials may be distributed on the con-
17 ference floor, approval must be granted by the chair of Business and Agenda or
18 by the Assistant to the Bishop for Connectional Ministries. All such materials
19 shall carry the name of the person or agency preparing the material. Any confer-
20 ence member who has been denied permission to distribute materials to the
21 conference floor by the above designated individuals shall have the right to
22 make appeal to the annual conference with not more than one person speaking
23 for the distribution and not more than one speaking against, after which a vote
24 shall be taken.
- 25 **K. Procedures for Submission and Processing of Resolutions.**
- 26 1. Definitions:
- 27 a. “Resolutions” are motions which express the mind of the Annual Con-
28 ference Session on an issue or matter of concern or alter an aspect of
29 conference procedure. They cannot require meetings, the expenditure
30 of conference funds or the use of conference staff time.
- 31 b. “Urgent/Emerging Issues”: issues that did not exist prior to the dead-
32 line for submitting resolutions.
- 33 c. “Existing Resolutions” includes all resolutions contained in the current
34 edition of the *Iowa Annual Conference Book of Resolutions*. All resolu-
35 tions, once passed, shall remain in effect until repealed.
- 36 d. “Resolutions Years” are the odd numbered years of Annual Confer-
37 ence Session, in which new resolutions may be considered.
- 38 e. “Review Years” are the even numbered years of Annual Conference
39 Session, at which the Resolutions Committee shall present existing
40 resolutions that are suggested for repeal.
- 41 2. Individuals, congregations, or districts shall submit resolutions or recom-
42 mendations for repeal of existing resolutions to the Conference Resolutions
43 Committee by December 1st of even numbered years.
- 44 a. Resolutions submitted after that deadline shall be returned to the au-
45 thor(s) of the resolution.
- 46 b. The Resolutions Committee shall review all submissions to assure
47 their compliance with the guidelines outlined in VII.K. Submitted reso-
48 lutions that do not meet the criteria outlined in VII.K. will be returned
49 to the author(s), to be resubmitted within thirty (30) days.
- 50 3. Conference Agencies may submit their own resolutions to the Conference
51 Resolutions Committee by December 1 of the even numbered year.

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

- 1 (2). Has become moot for any reason.
- 2 c. Refer any recommendations for retention or repeal of existing resolu-
- 3 tions to the appropriate conference agency for review.
- 4 8. At the conclusion of the review process, the Resolutions Committee shall
- 5 report to the editor of the *Pre-Conference Manual* any resolutions that are
- 6 recommended for repeal by the Resolutions Committee.
- 7 a. If both the Resolutions Committee and the agency to which a resolu-
- 8 tion was referred recommend repeal of the resolution, the request and
- 9 the reason shall be contained in the *Pre-Conference Manual*.
- 10 b. If the Resolutions Committee and the agency do not concur, the
- 11 Resolutions Committee shall again consider the matter. If the Resolu-
- 12 tions Committee continues to recommend repeal of the resolution, the
- 13 request and the reason shall be contained in the *Pre-Conference*
- 14 *Manual*.
- 15 L. **Petitions to General Conference** (§507). The Annual Conference session two
- 16 years before the next General Conference shall adopt procedures governing the
- 17 submission of petitions to General Conference in which the author of the petition
- 18 seeks the endorsement of the Iowa Annual Conference. The Conference Secre-
- 19 tary shall be the receiver of said petitions.
- 20 M. **Unlawful Motion After Speech.** It shall not be in order for a member immediat-
- 21 ly after discussing a pending question and before relinquishing the floor to make
- 22 a motion which, if adopted, would limit or stop debate.
- 23 N. **Limitation on Speaking.**
- 24 1. No person shall speak more than twice on the same question, nor for more
- 25 than three minutes at a time without the consent of the conference, nor
- 26 more than once until every member desiring to speak has spoken. This
- 27 three minute limit may be reduced by a two-thirds vote without debate, at
- 28 any time, and for any period of duration.
- 29 2. Insofar as possible, lay members and clergy members shall be given equal
- 30 opportunity to speak on a question.
- 31 O. **Speakers For and Against.**
- 32 1. When the report of a committee is under consideration, it shall be entitled to
- 33 speak before there is further debate from the floor.
- 34 2. When a member from the floor moves to amend a report or a proposal be-
- 35 fore the conference, the person presenting the report or proposal that is be-
- 36 ing amended or his/her designee, shall be entitled to speak before there is
- 37 further debate from the floor.
- 38 3. The presiding officer will ascertain, when recognizing a member of the con-
- 39 ference, on which side the member proposes to speak and not assign the
- 40 floor to any member proposing to speak on the same side of the pending
- 41 question as the speaker immediately preceding, if any member desires to
- 42 speak on the other side.
- 43 4. Except for non-debatable motions, no report shall be adopted or question
- 44 relating to the same decided without opportunity having been given for at
- 45 least two speeches for and two against the said proposal, provided that
- 46 right is claimed before the chairperson or duly authorized member repre-
- 47 senting the committee's report, if there be such, is presented to close the
- 48 debate.
- 49 5. When all have spoken who desire to do so, or if the previous question has
- 50 been ordered, the maker of the motion shall be entitled to speak, then the

1 chairperson and/or duly authorized member or members presenting the
2 committee's report shall be entitled to speak, after which the vote is taken.

3 **P. Suspension of Rules.** Any of these Rules of Order, except those rules related to
4 amending the Rules of Order, may be suspended for the immediate business
5 under consideration by a two-thirds majority vote.

6 **Q. Amendments.** The Plan of Organization and Rules of Order may be amended at
7 any session of the annual conference by a vote of two-thirds of members present
8 and voting, providing that one day's notice has been given and the proposed
9 change or amendment has been submitted in writing, and a report has been giv-
10 en thereon by the Committee on Rules of Order.