

B. Rules of Order

1000.00

THE ANNUAL CONFERENCE SESSIONS RULES OF ORDER

1000.05

Parliamentary Rules. The annual conference shall operate under the following in order of precedence:

1. The current *Book of Discipline of the United Methodist Church (Book of Discipline)*
2. The current Rules of Order of the Iowa Annual Conference (contained herein)
3. The Rules of Order of the most recent General Conference
4. The most recent version of Robert's Rules of Order

1100.00

Pre-Conference Preparation.

1100.05

Pre-Conference Manual. The projected report of the Conference Connectional Ministries Council, other preliminary reports, the conference program, and other pertinent information to the orderly conduct of the conference sessions shall appear in a Pre-Conference Manual. The Pre-Conference Manual shall be distributed to members of the annual conference not later than twenty days before the first day of the conference session and shall be published under the direction of the Annual Conference Session Planning Committee.

1100.10

Conference Orientation. Following distribution of the Pre-Conference Manual in the spring, annual conference orientation may be organized for the purpose of providing an overview of the annual conference sessions.

1015.00

Schedule and Administration of Sessions.

1015.05

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* ¶603.

1015.10

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

1015.15

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

1015.20

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. The Board of Laity shall communicate its request for such a meeting to the Annual Conference Session Planning Committee.

1015.25

Roll Call and Attendance.

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 an excused absence form signed by the district superintendent.

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.

1

2 **1015.30**3 Report of the Conference Treasurer, Statistician, and the Council on Finance and Ad-
4 ministration.5 At the first business session of the regular session, there shall be a report of the con-
6 ference statistician, the conference treasurer, and the proposed conference budget.7 The proposed budget shall be received without debate as the working budget for the
8 coming calendar year.9 **1015.35**

10 Nominations Report.

11 The Conference Nominations Coordinating Committee shall present a comprehensive
12 published report of nominations to be given to the annual conference at least 12 hours
13 before election and cause the election report to be printed in the Iowa Annual Confer-
14 ence Journal.15 1. Members who wish to make nominations from the floor following the first report of
16 the Conference Nominations Coordinating Committee shall file within twenty-four
17 (24) hours a completed form.

18 2. The person being nominated must have given consent.

19 3. The Conference Nominations Coordinating Committee shall check to see if the
20 nomination would violate any conference Rules of Order and shall have a copy of
21 this form returned to the nominator prior to the voting, so marked to indicate that
22 the nominee is eligible, or the reason for ineligibility for election.23 4. When the second Conference Nominations Coordinating Committee Report is giv-
24 en, members will be given the opportunity to make nominations from the floor of
25 persons who have been determined by the committee as eligible to serve.26 5. As each nomination from the floor is made, a vote will be taken for that particular
27 position. When all nominations from the floor are finished, a vote on the entire Con-
28 ference Nominations Coordinating Committee report will be taken.29 **1015.40**30 Offerings. The number, timing, and designation of offerings received during the annual
31 conference session will be determined by the Bishop and the Administrative Cabinet.
3233 **1020.00**34 **The Legislative Process.**35 **1020.05**36 Legislation in the *Pre-Conference Manual* will be divided into sections and numbered
37 accordingly. A Legislative Leader will be appointed for each section. These tasks shall
38 be the responsibility of the Episcopal Office-Connectional Ministries.39 **1020.10**40 Each Legislative Leader will place the items in that section before the Annual Confer-
41 ence Session as an Action Calendar, excluding items that cannot be placed on the Ac-
42 tion Calendar by these Rules or by *The Book of Discipline*.

43 1. This motion is not debatable.

44 2. After receiving a second to the motion, the presiding officer shall ask the body if
45 there are any items they wish to remove from the Action Calendar and state their
46 reason for requesting removal (for amendment, discussion or information).47 3. If the motion to remove an item receives a second, it requires an affirmative vote of
48 10% of the members present and voting to remove items from the Action Calendar.49 4. After the Action Calendar is perfected it may be adopted by a simple majority vote,
50 unless the majority required by these Rules or by *The Book of Discipline* is greater.51 5. All of the Action Calendars will be considered before any items removed from the
52 Action Calendar, or not eligible for the Action Calendar, return to the Session for
53 discussion and vote.

54

1 **1020.15**

2 Legislation not on the Action Calendar shall be addressed in order as time is allocated
3 on the agenda and according to these rules.

4 **1020.20**

5 The Legislative Leaders will introduce resource persons as needed to address ques-
6 tions regarding the legislative items.

7 **1020.25**

8 Legislation not printed in the *Pre-Conference Manual* must be presented to the Assis-
9 tant to the Bishop for Connectional Ministries, who, if the item is in order, will assign it a
10 number and authorize its publication. A minimum of three hours will pass between the
11 distribution of a new item and its consideration on the floor.

12 **1020.30**

13 Any legislation coming before the conference which would require a change in the pro-
14 posed budget shall be handled in the following manner:

- 15 1. The conference shall consider the item on its merits. If the conference approves
16 the item and wishes to request additional funding, it can recommend the item for
17 funding to the Council on Finance and Administration. All items shall be held for
18 final action until all the all budget adjustment requests have been referred to and
19 been reviewed with recommendation by the Council on Finance and Administra-
20 tion. The Council on Finance and Administration shall consider all requests in rela-
21 tionship to the total budget and bring a composite report, including the revised
22 budget, proposed for conference action.
- 23 2. Any proposal or amendment brought to the conference floor which affects the ap-
24 portionment formula shall be referred to the Council on Finance and Administration
25 for its response before final action is taken by the conference.

26 **1020.35**

27 Summary reports of conference agencies and institutions shall be accepted for inclu-
28 sion in the *Iowa Annual Conference Journal* without being read to the Annual Confer-
29 ence Session.

30 **1025.00**

31 Distribution of Materials. Before any materials may be distributed on the conference
32 floor, approval must be granted by the chair of Business and Agenda or by the Assis-
33 tant to the Bishop for Connectional Ministries. All such materials shall carry the name of
34 the person or agency preparing the material. Any conference member who has been
35 denied permission to distribute materials to the conference floor according to this sec-
36 tion shall have the right to make appeal to the annual conference with not more than
37 one person speaking for the distribution and not more than one speaking against, after
38 which a vote shall be taken.

39

40 **1030.00**41 **Authority of the Presiding Officer.**42 **1030.05**

43 The assigned bishop shall be the presiding officer and chairperson of the conference.

44 **1030.10**

45 The presiding officer shall decide points of order raised by the members, as the presid-
46 ing officer deems necessary to conform to the Rules of Order. Any rule of the presiding
47 officer is subject to an appeal to the conference by any member without debate. When
48 any member raises a point of order the member shall cite the rule the member adjudg-
49 es to have been violated.

50 **1030.15**

51 If the assigned bishop is unable to preside, the provisions of ¶603.6 of *The Book of*
52 *Discipline* shall be followed. If no Bishop is available, the Assistant to the Bishop for
53 Administration shall convene the session and immediately follow ¶603.6 of the *Book of*
54 *Discipline*.

1 1030.20

2 Conference Secretary. (§603.7) Nominated by the bishop in consultation with the dis-
 3 trict superintendents and elected by the annual conference. The conference secretary
 4 shall be related to the Episcopal office, which shall be responsible for evaluation, ac-
 5 countability, support and budget.

6 1030.25

7 Conference Parliamentarian.

8 The Bishop shall name for the quadrennium a conference parliamentarian who shall
 9 advise the appropriate conference agencies and leaders regarding these rules. The
 10 conference parliamentarian, in consultation with the bishop, may name a pool of par-
 11 liamentarians and shall train and coordinate the pool, whose task shall be to assist the
 12 conference parliamentarian during the annual conference sessions.

13

14 1035.00**15 Quorum and Voting****16 1035.05**

17 Quorum. The members present at any duly called sessions of the annual conference
 18 shall constitute a quorum.

19 1035.10

20 Voting Area. At the opening of the session, the voting area of the conference shall be
 21 fixed. A member of the conference shall be within the prescribed area in order to partic-
 22 ipate in discussion or to vote, except when official responsibilities require the member's
 23 absence.

24 1035.15

25 Voting Procedure.

- 26 1. Voting shall be done by show of hands or electronic devices unless otherwise or-
 27 dered by the conference.
- 28 2. If voting by show of hands, a vote by secret ballot or a count vote may be ordered
 29 on call of any member, if supported by one-third of the members.

30

31 1040.00**32 Floor Rights and Privileges of Members****33 1040.05**

34 Speaking. When a member speaks to the conference the member shall give the mem-
 35 ber's: name, charge and whether the member is clergy or lay.

36 1040.10

37 Privilege of Speaking.

38 Lay and clergy members of agencies, elected by the conference or appointed by order
 39 of the conference, or in pursuance of provisions in *The Book of Discipline* (§602.9-10),
 40 who are not members of the conference may be granted the privilege of speaking, on
 41 matters relating to the reports of their respective agencies.

42 1040.15

43 Persons not officially connected with the Iowa Annual Conference may not address the
 44 conference at a business session without first obtaining the approval of the Chair on
 45 Business and Agenda, who shall fix a definite time to be allotted to such persons.

46 1040.20

47 Limitation on Speaking.

- 48 1. No person shall speak for more than three minutes at a time without the per-
 49 mission of the membership. This three-minute limit may be reduced by a two-thirds
 50 vote without debate, at any time, and for any period of duration.
- 51 2. A person shall only be permitted to speak for a second time on the same ques-
 52 tion only after every member desiring to speak has spoken. No member shall
 53 speak more than twice on the same question.

54

1 1040.25

2 Insofar as possible, lay members and clergy members shall be given equal opportunity
3 to speak on a question.

4 1040.30

5 Speaker Order and Speakers For and Against.

6 1. When the action item or motion of an agency is under consideration, the agency
7 chair or designee shall be entitled to speak before there is further debate from the
8 floor.

9 2. The presiding officer will ascertain, when recognizing a member of the conference,
10 on which side the member proposes to speak and not assign the floor to any
11 member proposing to speak on the same side of the pending question as the
12 speaker immediately preceding if any member desires to speak on the other side.

13 3. Except for non-debatable motions, no report, action item, or motion shall be adopt-
14 ed without opportunity having been given for at least two speeches for and two
15 against the said proposal, provided that right is claimed before the agency chair-
16 person, chairperson's designee, or maker of the motion, if there be such, is pre-
17 sented to close the debate.

18 4. When all have spoken who desire to do so, or if the previous question has been
19 ordered, the maker of the motion shall be entitled to speak, then the chairperson
20 and/or duly authorized member or members presenting the agency's report shall
21 be entitled to speak, after which the vote is taken.

22 1040.35

23 Suspension of Rules. Any of these Rules of Order, except those rules related to
24 amending the Rules of Order, may be suspended for the immediate business under
25 consideration by a two-thirds majority vote.

26 1040.40

27 Amendments. The Rules of Order may be amended at any session of the annual con-
28 ference by a vote of two-thirds of members present and voting, provided that one day's
29 notice has been given and the proposed change or amendment has been submitted in
30 writing, and a report has been given thereon by the Committee on Rules of Order. The
31 Plan of Organization may be amended at any session of the annual conference by a
32 majority vote of members present and voting, provided that one day's notice has been
33 given and the proposed change or amendment has been submitted in writing, and a
34 report has been given thereon by the Committee on Rules of Order.

35 1040.45

36 Unlawful Motion After Speech. It shall not be in order for a member, immediately after
37 discussing a pending question and before relinquishing the floor, to make a motion
38 which, if adopted, would limit or stop debate.

39 1040.50

40 Motions Written.

41 All motions shall be written and presented to the conference secretary on the appropri-
42 ate form, and any which exceed 80 words shall be published for the members of the
43 conference prior to consideration.

44

45 1045.00

46 **Procedures for Submission and Processing of Resolutions.**

47 1045.05

48 Definitions:

49 1. Resolutions: motions which express the mind of the Annual Conference Session
50 on an issue or matter of concern or alter an aspect of conference procedure. They
51 cannot require meetings, the expenditure of conference funds or the use of confer-
52 ence staff time.

53 2. Urgent/Emerging Issues: issues that did not exist prior to the deadline for submit-
54 ting resolutions.

- 1 3. Existing Resolutions: includes all resolutions contained in the current edition of the
 2 *Iowa Annual Conference Book of Resolutions*. All resolutions, once passed, shall
 3 remain in effect until repealed
- 4 4. "Resolutions Years" are the odd numbered years of Annual Conference Session, in
 5 which new resolutions may be considered.
- 6 5. Review Years: even numbered years of Annual Conference Session, at which the
 7 Resolutions Committee shall present existing resolutions that are suggested for re-
 8 peal.

9 **1045.10**

10 Individuals, congregations, or districts shall submit resolutions or recommendations for
 11 repeal of existing resolutions to the Conference Resolutions Committee by a date as
 12 designated by the Committee on Resolutions in consultation with the Episcopal office.
 13 Resolutions submitted after that deadline shall be returned to the author(s) of the reso-
 14 lution.

15 **1045.15**

16 The Resolutions Committee shall review all submissions to assure their compliance
 17 with the guidelines outlined in these rules. Submitted resolutions that do not meet the
 18 criteria outlined in these rules will be returned to the author(s), to be resubmitted within
 19 thirty (30) days.

20 **1045.20**

21 Conference Agencies may submit their own resolutions to the Conference Resolutions
 22 Committee by December 1 or a later date as designated by the Episcopal office of even
 23 numbered years.

24 **1045.25** Resolutions that are submitted after the deadline set forth above and that
 25 are determined by the Resolutions Committee to concern Urgent Issues, shall be sub-
 26 mitted by the Resolutions Committee to the *Pre-Conference Manual* editor prior to the
 27 beginning of Annual Conference Session.

28 **1045.30**

29 All resolutions submitted shall:

- 30 1. Contain no more than 250 words, excluding title and footnotes.
- 31 2. Address only one subject matter.
- 32 3. Include paragraph or section references to the *Book of Discipline*, the *General*
 33 *Conference Book of Resolutions* or the *Iowa Annual Conference Book of Resolu-*
 34 *tions*.
- 35 4. Include book, chapter, verse and translation in all references to Scripture.
- 36 5. State, when appropriate, that it is an amendment to an existing resolution, includ-
 37 ing the resolution number, and restate the language of the existing resolution with
 38 language to be removed and language to be added double underlined.
- 39 6. State as appropriate, the purpose of the motion (to appeal or amend) in the title,
 40 and refer to the resolution to be repealed or amended by Number and Title.
- 41 7. Resolutions shall be submitted in electronic or typed format.

42 **1045.35**

43 In Review Years, the Resolutions Committee shall review the current *Book of Resolu-*
 44 *tions* and:

- 45 1. Receive recommendations for repeal from individuals, congregations, or districts
 46 prior to December 1 of the odd numbered year. The Resolutions Committee shall
 47 consider such recommendations during its review process.
- 48 2. Recommend repeal of any existing resolution that:
 - 49 a. Contradicts or is in opposition to the current *Book of Discipline*.
 - 50 b. Has become moot for any reason.
 - 51 c. Refer any recommendations for retention or repeal of existing resolutions to
 52 the appropriate conference agency for review.

1 1045.40

2 At the conclusion of the review process, the Resolutions Committee shall report to the
3 editor of the *Pre-Conference Manual* any resolutions that are recommended for repeal
4 by the Resolutions Committee.

5 1045.45

6 If both the Resolutions Committee and the agency to which a resolution was referred
7 recommend repeal of the resolution, the request and the reason shall be contained in
8 the *Pre-Conference Manual*.

9 1045.50

10 If the Resolutions Committee and the agency do not concur, the Resolutions Commit-
11 tee shall again consider the matter. If the Resolutions Committee continues to recom-
12 mend repeal of the resolution, the request and the reason shall be contained in the *Pre-*
13 *Conference Manual*.

14

15 1050.00**16 General Conference Procedures****17 1050.05**

18 Petitions to General Conference (§507). The Annual Conference session two years
19 before the next General Conference shall adopt procedures governing the submission
20 of petitions to General Conference in which the author of the petition seeks the en-
21 dorsement of the Iowa Annual Conference. The Conference Secretary shall be the re-
22 ceiver of said petitions.

23 1050.10

24 Procedure for Elections of Delegates to General Conference and Jurisdictional Confer-
25 ence

26 The qualifications for clergy delegates and lay delegates are defined in *The Book of*
27 *Discipline*, Section VI, Article II, Article III, Article IV and Article V of The Constitution
28 ¶33-36.

29 1050.15**30 Nominating Process**

31 To become a nominee a person must submit the nomination materials, as defined be-
32 low, to the superintendent of the district to which the nominee relates by February 1 of
33 the year preceding the General Conference. The District Superintendent will confirm the
34 eligibility of the nominee and forward the nomination materials to the Conference Sec-
35 retary.

36 1050.20.1**37 Nomination Materials**

38 1. The Conference Secretary shall prepare a nomination form and distribute it to all
39 district offices. The form shall ask for:

- 40 a. necessary personal data
- 41 b. a 250-word (maximum length) biographical sketch and statement of the nomi-
42 nee's position on critical issues facing the church
- 43 c. a recent photo of the nominee
- 44 d. the signature of the nominee.

45 1050.25

46 Nomination material received by the February 1 deadline shall be distributed by the
47 Conference Secretary prior to Annual Conference that year by such print and electronic
48 methods as the Conference Secretary deems most effective.

49 1050.30

50 Nominees are to limit promotional material to the 250-word sketch distributed by the
51 Conference Secretary.

52 1050.35**53 Balloting Procedures**

54 1. The Conference Secretary or designee shall coordinate the balloting process.

- 1 2. Each nominee shall be assigned a number and all voting shall be by the assigned
2 numbers.
- 3 3. All voting must take place within the bar of the Conference.
- 4 4. A report of each ballot shall be delivered to the platform and shall contain the
5 names and assigned numbers of those nominees who received at least twenty-five
6 valid votes and the number of votes each received.
- 7 5. The Bishop shall announce the results of each ballot and shall call for another bal-
8 lot until all delegates and reserves have been elected.
- 9 6. A majority of all valid ballots shall be necessary for an election.
- 10 7. A valid ballot shall have votes equal to the number of General and Jurisdictional
11 delegates yet to be elected, all ballots with fewer votes shall be invalid.
- 12 8. If more than the number to be elected at any one time receives a majority, those
13 receiving the highest number of votes shall be declared elected.
- 14 9. In case of a tie on this occasion, those nominees with tying votes shall be declared
15 not elected and shall become the only names to be voted on in a following and
16 separate ballot.
- 17 10. If by the twelfth ballot all of the General and Jurisdictional Conference delegates
18 have not been elected, then on the twelfth ballot those receiving the highest votes
19 shall be declared elected in order of the total votes received, including reserve del-
20 egates.

1050.40**Delegation Meetings**

- 23 1. Following election of the General Conference Delegation, including the alter-
24 nates, the delegation will meet to select leadership for the delegation, select Legis-
25 lative Committee assignments, set times and format for future meetings and share
26 information.
- 27 2. Following election of the Jurisdictional Conference Delegation, including all
28 alternates, the entire delegation will meet to elect two representatives to the North
29 Central Jurisdictional Committee on the Episcopacy, set times and format for future
30 meetings and share information.
- 31 3. The first and second lay and clergy alternates elected to the General Confer-
32 ence shall be reimbursed by the annual conference at the same rate as those
33 elected to General Conference. The first and second lay and clergy alternates
34 elected to Jurisdictional Conference shall be reimbursed by the annual conference
35 at the same rate as those elected to the Jurisdictional Conference.

1055.00**Nomination of Person(s) for the Office of Bishop.****1055.05**

- 40 The annual conference, at the session immediately prior to the next regular session of
41 the Jurisdictional Conference, may nominate a person or persons for the office of bish-
42 op (§405.1).

1060.00**Equalization of Conference Membership Between Laity and Clergy.****1060.05**

- 47 Lay members of the Iowa Annual Conference shall be members of a United Methodist
48 church within the Iowa Annual Conference. (§32)

1060.10

- 50 Those filling the following positions, if lay persons, shall be equalization members of the
51 Iowa Annual Conference: (§32)

- 52 1. Conference Leadership
- 53 2. Assistants to the Bishop
- 54 3. Conference Secretary

- 1 4. Conference Chancellor
- 2 5. Conference Treasurer
- 3 6. Director of Communications Services and Resources
- 4 7. Field Outreach Ministers
- 5 8. Leadership Development Ministers
- 6 9. Conference Coordinator of Youth Ministry
- 7 10. President of the Conference Board of Trustees
- 8 11. The Editor and Editorial Staff of the *Iowa Annual Conference Journal*
- 9 12. Elected leadership of Conference Council on Youth Ministry
- 10 13. District youth and young adult members
- 11 14. The Deans of each School of Lay Ministry and one representative of the School of
12 Methodist Men
- 13 15. Elected leadership of United Methodist Women as defined by the national organi-
14 zation of United Methodist Women
- 15 16. Chairs of conference agencies as defined in *Plan of Organization 2005.05*.
- 16 17. Board of Laity elected leadership
- 17 18. Thanksgiving Ingathering chair
- 18 19. The Deans of each School of Lay Ministry and one representative of the School of
19 Lay Ministry Commission
- 20 20. Conference Secretary of Global Ministries
- 21 21. Members of the Council on Finance and Administration
- 22 22. Members of the Committee on Rules of Order
- 23 23. Members of the Resolutions Committee
- 24 24. Members of the Conference Session Planning Committee
- 25 25. Members of the Conference Nominations Coordinating Committee
- 26 26. Members of the Conference Connectional Ministries Council's Program Review
27 Committee
- 28 27. Members of the Commission on Religion and Race
- 29 28. Members of the Commission on the Status and Role of Women.
- 30 29. Executive Secretary of the Conference Nominating Coordinating Committee
- 31 30. Chair of the Conference Human Resources Committee
- 32 31. Delegates to General and Jurisdictional Conferences who shall serve for the quad-
33 rennium following the conference for which they are elected
- 34 32. Members of General and Jurisdictional agencies
- 35 33. Two student representatives from each of the four United Methodist church-related
36 colleges in Iowa, to be selected by the president of the college in consultation with
37 the district superintendent
- 38 34. Two student representatives from each Wesley Foundation in Iowa, to be selected
39 by the board of directors.
- 40 35. Active and retired diaconal ministers who have local church membership in Iowa
- 41 36. Church and Community Workers and deaconesses who are members of a United
42 Methodist Church in Iowa.
- 43 37. The Chairperson of the Conference Connectional Ministries Council.
- 44 38. District Leadership
- 45 39. District Lay Leader
- 46 40. District United Methodist Men President
- 47 41. District United Methodist Women President
- 48 42. District Connectional Ministries Council Chairperson

49

50 **1060.15**

51 The Iowa Annual Conference Secretary shall determine by September 1 of each year,
52 the number of additional lay members needed for the next annual conference to be
53 equal to the number of clergy members of the Iowa Annual Conference and shall certify
54 this number to the bishop.

1 1060.20

2 The Iowa Annual Conference Secretary shall determine the ratio of members to clergy
3 members of the annual conference as defined in ¶1602.1) appointed to each charge of
4 the Iowa Annual Conference.

5 1060.25

6 The additional lay members needed to bring equalization shall be assigned by the Iowa
7 Annual Conference Secretary as follows:

- 8 1. One-half of the additional lay members needed to bring equalization shall be as-
9 signed to the districts in equal numbers, and each district conference shall elect
10 upon nomination by the District Nominating Committee, said additional lay mem-
11 bers to the Iowa Annual Conference; provided, however, that if one-half of the ad-
12 ditional lay members is not exactly divisible by the number of districts, then the re-
13 mainder shall be added to the number of lay members assigned to the local charg-
14 es as hereinafter provided.
- 15 2. One-half of the additional members needed to bring equalization plus any remain-
16 der not assigned to the districts shall be assigned by the Iowa Annual Conference
17 Secretary to the charges having the highest ratio of members to clergy members of
18 the annual conference in descending order. Those churches whose ratio is twice
19 the number of members needed to bring equalization under this subsection, shall
20 be assigned two lay equalization members. If the ratio is three times the number,
21 three lay members shall be assigned. In case of tie, eligibility shall be determined
22 by lot.

23 1060.25

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

26 1060.30

27 All equalization members selected under the above provisions shall be entitled to the
28 same mileage payments as other members of the annual conference.

29 1060.35

30 The district nominations committees and other persons responsible for determining the
31 equalization members of annual conference in the process defined above are encour-
32 aged to make certain, insofar as possible, that there are young adults represented in
33 the selection.

34

C. PLAN OF ORGANIZATION

2000.00

PLAN OF ORGANIZATION - ORGANIZATIONAL STRUCTURE

2005.00

Terminology - Organization Definitions

2005.05

Agency: a regularly established board, commission, council, or committee which has been constituted by the annual conference.

2005.10

Council: an organization created by the annual conference to perform defined responsibilities of review and oversight on behalf of the annual conference in relation to other agencies and to perform other assigned functions. Councils are amenable and accountable to the annual conference and report to it.

2005.15

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

2005.20

Committee: a body, either temporary or permanent, created to carry out certain functions of mission, study, oversight, or review. It is amenable to its parent body. Committees may be created by the annual conference and/or a board, commission or council.

2005.25

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

2005.30

Standing Committee: a subgroup of an agency with a specific purpose, accountable to the agency of which it is a part.

A standing committee may be initiated when one or more of the following criteria are met:

1. Mandated by *The Book of Discipline*.
2. Program is to be implemented over a period longer than five years.
3. Appointed by the resident bishop, as mandated by *The Book of Discipline*, or requested by the annual conference.
4. Program budget is larger than \$50,000 and cannot be adequately administered on a quarterly basis by the parent agency.
5. Program staffing requires a long term (five years or more) advisory committee.

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

2005.35

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.

2010.00

Membership Definitions

2010.05

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

2010.10

Consultants and Resource Persons: Non-conference staff may be called upon from time to time because of expertise needed by a group. They do not have the privilege of voice or voting.

2010.15

1 Cabinet and Staff Consultants: District superintendents, staff of the district and confer-
 2 ence and Episcopal Office may serve as consultants to agencies of the annual confer-
 3 ence. They have the privilege of voice, but do not have the privilege of voting.

4

5

6 **2010.20**

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

10 **2010.25**

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

12 **2010.30**

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

14

15 **2100.00**

16 **NOMINATIONS, ELECTIONS AND APPOINTMENTS**

17 **2105.00**

18 **The Local Church Committee on Lay Leadership.**

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

23 The term of office for elected personnel in local churches by the charge conference or
 24 annual church conference shall be from January 1 through December 31. The lay
 25 member of the Annual Conference may be elected annually or quadrennially by the
 26 charge conference next preceding the regular meeting of the General Conference, as
 27 each charge conference so decides.

28 **2110.00**

29 **District Nominations Committee**

30 **2110.05**

31 Responsibilities:

- 32 1. Nominate for district responsibilities as determined by the district conference, *The*
 33 *Book of Discipline*, and the annual conference Rules of Order.
- 34 2. Provide nominees for election by district conference to membership on conference
 35 agencies.
- 36 3. Submit to the Conference Nominations Coordinating Committee a list of persons to
 37 be nominated for other conference agencies according to the matrix provided by
 38 the Conference Nominations Coordinating Committee.
- 39 4. Channel all information for conference elections, including those made by districts,
 40 and *Iowa Annual Conference Journal* records through the Conference Nominations
 41 Coordinating Committee.
- 42 5. Adhere to the conference-determined guidelines
- 43 6. Nominate for vacancies between district conference sessions by submitting one or
 44 more nominees for each vacancy for election by the District Connectional Minis-
 45 tries Council, including those vacancies created by persons moving from the dis-
 46 trict.
- 47 7. Cooperate fully with the Conference Nominations Coordinating Committee in keep-
 48 ing accurate and systematic records of all transactions.

49 **2110.10**

50 Membership.

- 51 1. The District Nominations Committee is nominated and elected by the district con-
 52 ference and shall be composed of six to twelve members and the district repre-
 53 sentatives to the Commission on the Status and Role of Women, the Commission

- 1 on Religion and Race, and the Commission on Ministry with Persons with Disabilities or their designees, plus one youth and/or one young adult.
- 2
- 3 2. It is strongly recommended that the membership consist of at least two laywomen,
4 two laymen, and two clergy, with sensitivity to gender, ethnicity, persons with disabilities,
5 age (including youth), geography, clergy who have been members of the
6 annual conference for less than ten years, and lay persons who have demonstrated
7 local church leadership.
- 8 3. These persons shall serve a four-year term of office and cannot serve more than
9 eight consecutive years, except for the first election, at which time the terms of office
10 may be shortened to set up the rotating pattern.
- 11 4. Members must belong to a United Methodist church located within the district.
- 12 5. After such service, four years shall elapse before a person shall be eligible for
13 membership on the District Nominations Committee.
- 14 6. The district superintendent, the district lay leader and the Field Outreach Minister
15 shall be consultative members of the District Nominations Committee.

16 **2110.15**

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

19 **2110.20**

20 Two youth and two young adults—shall be elected by each district as equalization mem-
21 bers of the annual conference

22

23 **2115.00**

24 **Conference Nominations and Elections Rules.**

25 **2115.05**

26 For the purposes of nominations and elections the following definition shall apply in
27 reference to the term “annual conference agencies.” The agencies of the Iowa Annual
28 Conference are the regularly established boards, commissions, councils, standing
29 committees and committees. Not included are: the Conference Connectional Ministries
30 Council and its subcommittees, Conference Council on Youth Ministry, Young Adult
31 Council, Older Adult Council, Annual Conference Administrative Coordinating Council,
32 Committees on Investigation, Administrative Review Committee, Joint Committee on
33 Incapacity, the Committee on the Episcopacy, task forces or task groups, ecumenical
34 groups, ex-officio members by virtue of membership on a general agency, or commit-
35 tees related to the conduct of the annual sessions of the conference.

36 **2115.10**

37 Only active members in The United Methodist Church shall be eligible for nomination
38 unless *The Book of Discipline* or the Iowa Annual Conference Rules of Order specifical-
39 ly provide for ecumenical representation.

40 **2115.15**

41 If a person nominated is a family member of a district committee member, the latter
42 must refrain from any involvement in decision making about the position for which nom-
43 inations are being sought and recommended. No member of a district committee may
44 nominate a member of his or her family for membership on any annual conference
45 agency or position for which the district committee has nominating responsibility.

46 **2115.20**

47 An employed staff member of the annual conference shall not be eligible for any agen-
48 cy membership unless *The Book of Discipline* stipulates otherwise.

49 **2115.25**

50 A district superintendent shall not be the chairperson of any agency; neither shall a
51 clergy person continue as a chairperson if the clergyperson is appointed district super-
52 intendent.

53 **2115.30**

1 The term of office for members of agencies of the conference are for four years. If the
 2 election occurs at annual conference, the term of office shall begin on July 1, unless
 3 otherwise provided by Articles of Incorporation or proper authority.

4 **2115.35**

5 There shall be an eight-year tenure limitation for members of conference agencies un-
 6 less a different number of years is specified elsewhere, including elective and ex-officio
 7 district representation. In accord with ¶635.1.a of the *Book of Discipline* members of the
 8 Annual Conference Board of Ordained Ministry may serve a maximum of three consec-
 9 utive four-year terms.

10 **2115.40**

11 If a new agency is established, membership on a predecessor agency shall be counted
 12 as tenure limitations.

13 **2115.45**

14 No person (except the bishop, members of the appointive cabinet, the conference sec-
 15 retary, and the assistant to the bishop for administration) shall serve as a voting mem-
 16 ber of the Conference Connectional Ministries Council for more than eight consecutive
 17 years.

18 **2115.50**

19 A person whose tenure has expired may not be re-elected to that agency until that per-
 20 son has been off the agency for four years.

21 **2115.55**

22 A person filling a vacancy on a conference agency shall not be subject to the term of
 23 office of the preceding member.

24 **2115.60**

25 No person shall serve more than sixteen consecutive years on two or more conference
 26 agencies. After reaching the sixteen-year limit, a person will not be eligible for member-
 27 ship on any conference agency, until two years have elapsed, unless this Plan of Or-
 28 ganizational Structure state otherwise. Ex- officio service shall not be subject to this
 29 limitation.

30 **2115.65**

31 The Conference Nominations Coordinating Committee shall encourage the district
 32 committees on nomination to be reasonably certain that the persons they nominate are:

- 33 1. Competent to represent the church in this particular field.
- 34 2. Willing to make an effort to attend meetings.
- 35 3. Willing to do a reasonable amount of homework on committee assignments.
- 36 4. Active members of a local United Methodist Church.
- 37 5. Able to demonstrate a commitment to the United Methodist connection, the biblical
 38 and historical foundations of the United Methodist Church and the good steward-
 39 ship of annual conference resources.

40 **2115.70**

41 It is strongly recommended that the members of an agency be 1/3 clergy, 1/3 lay wom-
 42 en, and 1/3 lay men, and that there be persons named from each of the following
 43 groups:

- 44 1. young adults;
- 45 2. ethnic diversity;
- 46 3. persons_over 64 years of age;
- 47 4. persons with disabilities and_advocates for persons with disabilities.

48 Unless precluded by *The Book of Discipline*, an interested youth may be named to an
 49 agency.

50 **2115.75**

51 No person may be an elective member of more than one annual conference agency,
 52 including those nominated for district representation. However ethnic persons serving
 53 on the Commission on Religion and Race; persons with disabilities serving on the

1 Commission on Ministry with Persons with Disabilities, and youth serving on the Youth
2 Council may serve on one other additional agency.

3 A member of the Council on Finance and Administration shall not be permitted elective
4 membership on any other agency or any other agency receiving financial support from
5 the conference.

6 **2115.80**

7 Each program board shall include one person nominated by each district committee on
8 nominations.

9 A current agency, may nominate four to six (4 – 6) members for the agency. These
10 nominations will be based on passion for, experience with, and specific skills needed
11 for the ministry of that agency and may be either new or existing members. Conference
12 rules regarding tenure will apply to these nominations. An agency shall not exceed four-
13 teen (14) elected members.

14 **2115.85**

15 Incoming agencies may invite the outgoing chair (or other former member of the group)
16 to serve the incoming group in a consultative (voice but no vote) capacity for one year
17 following the outgoing chair's departure from the agency.

18 **2115.90**

19 Members of General and Jurisdictional agencies are ex-officio members of the corre-
20 sponding conference agencies. Affected conference agencies will be increased in
21 membership accordingly in such cases. Expense allowances for conference agency
22 meetings of such members living in Iowa shall be the responsibility of the annual con-
23 ference agencies.

24 **2115.95**

25 Officers of agencies shall be elected from within the membership of the agency unless
26 otherwise exempt in the Rules of Order. Officers shall be elected for a quadrennium,
27 unless the Articles of Incorporation, *The Book of Discipline*, or these Rules of Order
28 state otherwise. The officers shall assume their duties on July 1 unless the Articles of
29 Incorporation or *The Book of Discipline* state otherwise. Chairpersons of a Board will
30 have membership on the Conference Connectional Ministries Council.

31 The previous officers shall maintain the functions of the agency and plan for and carry
32 out the meeting in which the elections are held. These officers have a vote only if they
33 are continuing as members.

34 **2115.100**

35 The chairperson may appoint members to serve as a nominating committee.

36 **2115.105**

37 If the person elected chairperson is a district representative, that person becomes an
38 at-large member. The district formerly represented by the newly elected chairperson
39 shall choose another representative.

40

41 **2200.00**

42 **ADMINISTRATION.** The officers, boards, commissions, councils, and standing commit-
43 tees of the Iowa Annual Conference of The United Methodist Church shall be those
44 herein listed and such others as are, provided by *The Book of Discipline* or by action of
45 the Conference.

46 **2200.05**

47 Officers.

48 1. Assigned Bishop/Presiding Officer (§603.6)

49 2. Assistant to the Bishop for Administration, appointed by the bishop.

50 3. Assistant to the Bishop for Connectional Ministries, appointed by the bishop.
51 (§608)

52 4. District Superintendents (§403.2, §417)

53 5. Conference Lay Leader (§603.9.a)

54 6. Conference Secretary (§603.7)

- 1 7. Treasurer/ Director of Administrative Services (§619)
- 2 8. Chancellor (§603.8)
- 3 9. President of the Board of Trustees (§2512.2)

4

5 **2205.00**

6 **Conference Communications Services and Resources.** Conference Communica-
 7 tions Services and Resources shall be located within the Episcopal Office. Its purpose
 8 is to provide consultation, service, product and process development and production,
 9 technical assistance, and advice to all ministries of the Iowa Annual Conference, includ-
 10 ing local church, appointive, program, and administrative ministries. Specifically, Con-
 11 ference Communications Services and Resources will be responsible for strategic
 12 planning across all aspects of communications; public relations, including media rela-
 13 tions, issues management, and advertising; crisis management, including maintaining
 14 an updated conference crisis management plan, training key persons, and guiding the
 15 conference response to crises; on-going communications, including editing and publish-
 16 ing printed and electronic communications tools for the conference; and technical sup-
 17 port to local churches, agencies, and clergy and lay persons in the area of communica-
 18 tions.

19 **2205.05**

20 The Communications Advisory Team (§646)

21 **2205.10**

22 Function: The team will meet at least quarterly to advise the Director of Communica-
 23 tions Services and Resources, and to assist with strategic planning.

24 **2205.20**

25 Membership: There will be nine members selected for their content expertise in a varie-
 26 ty of communication areas. Members will be appointed by the bishop to 3-year terms
 27 with one-third rotating off each year. The chairperson will be appointed by the bishop.

28 **2205.25**

29 There will be a Director of Communications Services and Resources (§609) who shall
 30 be amenable to the resident Bishop and will relate directly to the Communications Advi-
 31 sory Team.

32

33 **2210.00**34 **Council on Finance and Administration (§612)**35 **2210.05**

36 Membership: Six clergy, seven laity, one youth and one young adult. At least one clergy
 37 and one laity must be from churches under 200 members. It is strongly recommended
 38 that at least three of the laity be women and one person be from an ethnic group, with
 39 the goal of having membership from each district. (§612.2.a.).

40 **2210.10**

41 There shall be a Conference Treasurer/Director of Administrative Services. (See
 42 §613.11 and 619 for nomination and election.)

43 **2210.15**

44 Ex-officio members of the council, in addition to the members listed in §612.2.c are:
 45 (§612.2.c.)

- 46 1. the Assistant to the Bishop for Connectional Ministries, without vote;
- 47 2. the Assistant to the Bishop for Administration, without vote;
- 48 3. the Director of Communication Services and Resources, without vote.

49 **2210.20**

50 There shall be a Conference Statistician who shall be nominated by the Council on Fi-
 51 nance and Administration and elected by the annual conference. The statistician shall
 52 be related to the Council on Finance and Administration for evaluation, accountability,
 53 support and budget. (§603.7)

54

1 **2210.25**

2 The council may be divided into the following committees:

- 3 1. Administrative, shall oversee audits; review personnel and organization, insurance
4 and bonding; and recommend policy with regard to conference computer services.
- 5 2. Apportionments, shall research and recommend formulas, relief, adjustments, and
6 method of apportioning to the local churches.
- 7 3. Budget, shall research, plan and devise the amounts, size, component parts, for-
8 mat, and funding levels of the conference budget.
- 9 4. Other Committees and Task Forces defining their duties and authority as it deems
10 necessary for fulfilling its purpose and responsibilities.

11 **2210.30**

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

15 **2210.35**

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

23

24 **2215.00**

25 **Board of Trustees.** §2512 and §640.

26 **2215.05**

27 The board shall appoint from its membership one consultant to each District Board of
28 Church Location and Building and shall assume the expenses of sending the repre-
29 sentatives to the respective boards.

30 **2215.10**

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

33

34 **2220.00**

35 **Board of Pensions** §639.

36 **2220.05**

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

42 **2220.10**

43 Organization: The board shall be organized as a corporation under *Chapter 504 Code*
44 *of Iowa* and subject to the *Articles of Incorporation* of the Iowa Annual Conference of
45 The United Methodist Church, the bylaws of said corporation, specific directives by the
46 Iowa Annual Conference and any applicable requirements contained in *The Book of*
47 *Discipline*.

48

49 **2225.00**

50 **Commission on Archives and History** (§641).

51 **2225.05**

52 Membership shall be the chairperson, eight at-large persons selected for their expertise
53 and interest, and one young adult.

54

1 **2230.00**2 **Commission on Equitable Compensation.** (§625)3 **2230.05**

4 The Commission on Equitable Compensation shall consist of ten persons plus one dis-
5 trict superintendent named by the cabinet (§625.1). A member of the Council on Fi-
6 nance and Administration may serve as consultant.

7

8 **2235.00**9 **Annual Conference Session Planning Committee**10 **2235.05**

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

16 **2235.10**

17 Membership:

- 18 1. One at-large member nominated by each District Nominations Committees, plus
19 one youth, and one young adult elected by the annual conference.
- 20 2. Ex-officio members shall be the bishop, Assistant to the Bishop for Administration,
21 Assistant to the Bishop for Connectional Ministries, Director of Communications
22 Services and Resources, a representative of the appointive cabinet, the confer-
23 ence lay leader, the conference secretary, a representative from the Commission
24 on Religion and Race, the conference worship chair, and the chair of Business and
25 Agenda.
- 26 3. Consultative members may be selected for their expertise or support function by
27 the Annual Conference Session Planning Committee.
- 28 4. The chair of the Annual Conference Session Planning Committee shall be the
29 bishop or the bishop's designee.

30 **2235.15**

31 Organization:

- 32 1. Shall meet at least two times a year. Meetings shall be scheduled in a manner
33 which facilitates the planning and work of the annual conference session.
- 34 2. May select additional persons from outside its membership to perform various
35 functions for the conference session. The work of these persons is subject to the
36 approval of the committee.
- 37 3. The Chair of Business and Agenda shall be appointed by the Bishop.

38

39 **2240.00**40 **Annual Conference Human Resources Committee.**41 **2240.05**

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

48 The Conference Human Resources Committee shall:

- 49 Advise and assist the Director of Human Resources in the development of policy per-
50 taining to a conference employment, recruitment and hiring, compensation, perfor-
51 mance management, and training and development.
- 52 Provide an employment policy handbook for all conference employees, and review,
53 recommend and approve updates to the policy handbook on a regular basis.

54

1 2240.10

2 Membership: The membership shall include:

- 3 1. One member from each district and up to four (4) at-large members.
- 4 2. The Appointive Cabinet, the Council on Finance and Administration, the Conference Board of Camp and Retreat Ministries, and the Conference Connectional Ministries Council shall each appoint a representative to be an ex-officio member of the committee.
- 5
- 6
- 7
- 8 3. The Assistant to the Bishop for Administration, Assistant to the Bishop for Connectional Ministries, Conference Treasurer and Director of Human Resources will serve as consultants to this committee. The Commission on Ministry with Persons with Disabilities, the Commission on Religion and Race and the Commission on Status and Role of Women shall each appoint one representative to be resource persons for this committee.
- 9
- 10
- 11
- 12
- 13
- 14 4. The committee may contract with consultants specializing in personnel matters.
- 15 5. No employee or family member of an employee of the Iowa Annual Conference may serve on the committee. If a family member of a committee member is being considered for employment, the committee member must excuse himself/herself from any and all process used in securing someone for the position to be filled. If a family member of a committee member is hired, the latter must immediately resign from the committee.
- 16
- 17
- 18
- 19
- 20
- 21

22 2245.00

23 **Committee on the Episcopacy (§637).**

24

25 2250.00

26 **Episcopal Residence Committee (§638)**

27

28 2255.00

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

30 2255.05

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

36 2255.10

37 The Director of Pastoral Care and Counseling will be responsible to the Committee on Pastoral Care and Counseling.

39 2255.15

40 The office will be located outside the conference center for purposes of confidentiality. Office equipment and furnishings shall be the responsibility of the Conference Board of Trustees.

43 2255.20

44 Responsibilities and duties of the Director of Pastoral Care and Counseling shall be:

- 45 1. To assess the needs of the ministry professionals and their immediate families of the Iowa Annual Conference.
- 46
- 47 2. To establish a significant trust level with the ministry professionals and their immediate families.
- 48
- 49 3. To serve as a resource person in designing and implementing programs to creatively meet those assessed needs.
- 50
- 51 4. To provide counseling for ministry professionals and their immediate families or make referral to other appropriate professionals.
- 52
- 53 5. To establish relationships for adequate consultation with psychiatrists and other physicians, psychologists, social workers and other appropriate persons.
- 54

6. To be available to travel to various parts of the state of Iowa to set up and staff consultation centers where ministry professionals can drive a reasonable distance to receive consultation on counseling they are doing as well as serving as a resource person for retreats and workshops.

2255.25

Relationships are as follows:

1. The director will relate to the Committee on Pastoral Care and Counseling and to ministry professionals and their immediate families.
2. The director will establish relationships with the bishop and the appointive cabinet so as to be available for referrals and consultation. However, in the interest of confidentiality, the director shall not give any reports on specific counseling relationships to the bishop and/or appointive cabinet unless it is seen as appropriate by both the director and the counselee(s).
3. The director will establish relationships with existing conference groups such as the Conference Connectional Ministries Council and the Board of Ordained Ministry with the objective of cooperation and the avoidance of duplicated efforts. Continuing education done by the director is expected to be in terms of serving as a resource person for workshops and retreats along with the consultation with ministry professionals on their counseling, as time is available.
4. The director will establish relationships with existing mental health organizations and personnel so that appropriate use can be made of such resources.

2260.00

Conference Nominations Coordinating Committee.

2260.05

Functions

1. Coordinate nominations for annual conference agencies and positions in accordance with *The Book of Discipline* and/or the Iowa Annual Conference Rules of Order.
2. Nominate persons for positions mandated by the Iowa Annual Conference Rules of Order for which there are no other provisions.
3. Develop a matrix for district nominations committees to ensure sensitivity to gender, ethnicity, persons with disabilities, and age.
4. Consult with districts concerning nominations and receive from district nominations committees a list of nominees for conference agencies and elected members.
5. Provide the names of members of the conference agencies and the tenure of each member for printing in the *Iowa Annual Conference Journal*.
6. Coordinate interim elections following the closing session of the annual conference (for the remainder of the conference year only) as follows:
 - a. Nominations to provide district representation or at-large membership on an agency shall be made by the District Nominations Committee in consultation with the Conference Nominations Coordinating Committee.
 - b. The Conference Nominations Coordinating Committee shall submit to the Conference Connectional Ministries Council a nomination for the vacancy. The interim election shall be the responsibility of the Conference Connectional Ministries Council.
 - c. When interim vacancies are filled by conference agencies in accord with *The Book of Discipline*, the names of all persons involved shall be cleared through the Conference Nominations Coordinating Committee to determine eligibility and to adjust records.
7. Request annually from each agency a report on the activity record of members. The agency secretary shall contact in writing each member who has missed two consecutive meetings calling attention to the absences and request a response within 15 days indicating a desire to remain as a member of that agency. If there is

1 not a request for continuing membership, the office shall be declared vacant. The
2 vacancy shall be filled in accordance with the Rules of Order.

3 8. Coordinate nominations from the annual conference floor.

4 **2260.10**

5 Membership:

- 6 1. Shall consist of one person from each district, nominated by the district nomi-
7 nations committee and elected at the district conferences, and one representative
8 each from the Commission on Ministry with Persons with Disabilities, the Commis-
9 sion on Religion and Race, and the Commission on the Status and Role of Wom-
10 en, the Board of Laity, one youth and one young adult. The chair shall be elected
11 from within the committee.
- 12 2. There shall be an Executive Secretary of the Conference Nominations Coordinat-
13 ing Committee who shall have the responsibility of keeping a database for the
14 leadership pool, providing an annual update for nominations matrices, keeping ser-
15 vice records for clergy and laity, receiving nominations reports from district nomi-
16 nating committees, preparing the ballot for annual conference elections, preparing
17 selected Journal pages (Organizational Structure and Laity directories) for print,
18 and receiving updates and changes to be communicated to appropriate bodies.
19 The executive secretary shall not be a voting member of the Conference Nomi-
20 nations Coordinating Committee.
- 21 3. No current member of the Conference Nominations Coordinating Committee may
22 be nominated for any annual conference agency or position for which the commit-
23 tee has coordinating responsibility until one year has elapsed since the person left
24 the membership of the committee.
- 25 4. No members of the same family shall serve concurrently as members of the Con-
26 ference Nominations Coordinating Committee. No persons employed as staff
27 members of the Annual Conference, including administrative cabinet members, nor
28 any persons serving on a conference agency shall be elected members of the Con-
29 ference Nominations Coordinating Committee. No immediate family member of a
30 conference employee shall serve as an elected member of this committee.

31
32 **2265.00**

33 **Resolutions Committee**

34 **2265.05**

35 The Resolutions Committee shall:

- 36 1. Reject any resolutions that:
- 37 a. Are the same as or similar to an already existing General Conference or Iowa
38 Annual Conference Resolution, unless cast as an amendment to the existing
39 resolution. (Any request for a change to a General Conference Resolution or
40 to the *Book of Discipline*, should be cast as a petition to General Conference.)
41 b. Do not contain footnotes to support factual claims made in the resolution.
42 c. Are inconsistent with or contradictory to a current resolution, except in cases
43 where the submission amends an existing resolution.
44 d. Are in conflict with the current *Book of Discipline*.
- 45 2. Notify the drafter of any resolution that is rejected of such rejection, including the
46 reason for the rejection.
- 47 3. Submit all other resolutions to the editor of the *Pre-Conference Manual*.
- 48 4. Promote and interpret the resolution process at all levels of the Annual Confer-
49 ence.

50 **2265.10**

51 Members shall consist of nine members including at least one clergy and one laity from
52 churches under 200 members, one must be a youth and one young adult.

53
54

1 2270.00**2 Committee on Rules of Order****3 2270.05****4 Functions**

- 5 1.** Be the primary steward of the Iowa Annual Conference Plan of Organization and
- 6** Rules of Order and of the Standing Items.
- 7 2.** Receive and review proposed changes and/or additions to the Plan of Organization
- 8** and Rules of Order.
- 9 3.** Report to the annual conference recommended changes to the Plan of Organiza-
- 10** tion and Rules of Order to keep them in compliance with *The Book of Discipline*.
- 11 4.** Prepare guidelines for annual conference approval regarding election of General
- 12** and Jurisdictional delegates.
- 13 5.** Prepare guidelines for annual conference approval regarding submitting General
- 14** Conference petitions to the annual conference for consideration.
- 15 6.** Following the annual conference session, edit and reconcile the Rules of Order to
- 16** be in compliance with the *Book of Discipline* and annual conference action and to
- 17** reduce duplication.

18 2270.10**19 Standing Items.**

- 20 1.** The Standing Items are actions of, or reports to, past annual conference sessions
- 21** which have a continuing effect as policy for the Iowa Annual Conference, its agen-
- 22** cies and/or its churches.
- 23 2.** Legislative items adopted by the annual conference, and specified by the annual
- 24** conference as standing items, shall be included in the list of Standing Items in that
- 25** year's Journal.
- 26 3.** The Rules of Order Committee shall review all current Standing Items in the year
- 27** following each General Conference and recommend to the following year's Annual
- 28** Conference those Standing Items to be retained. Any Standing Item not approved
- 29** by the Annual Conference for retention shall be removed from the list of Standing
- 30** Items.

31 2270.15**32 Membership**

- 33 1.** The membership shall consist of seven to eleven members, in accordance with the
- 34** conference inclusivity guidelines
- 35 2.** Consultative members shall be: the conference secretary and the conference par-
- 36** liamentarian.

37**38 2275.00****39 Joint Committee on Clergy Medical Leave. (§652)****40****41 2280.00****42 Committee on Investigation. (§2703)****43****44 2285.00****45 Administrative Review Committee. (§636)****46****47 2290.00****48 Committee on Ministerial Ethics****49 2290.05**

- 50** Functions: To review annually for revisions and updates any policies related to ministe-
- 51** rial ethics; to recruit, train and support personnel who carry out various functions al-
- 52** lowed for in any such policies; to evaluate such personnel; to provide ongoing training
- 53** throughout the annual conference on ministerial ethics issues, and to provide annual
- 54** training for new professionals in ministry.

1 **2290.10**

2 Membership: The Assistant to the Bishop for Administration, the Director of Pastoral
3 Care and Counseling, one elder, one deacon, one associate member, one local pastor
4 who has completed the course of study, at-large members appointed by the bishop to
5 ensure inclusiveness, one youth of at least 16 years of age, one young adult and one
6 representative each from: the Appointive Cabinet, the Board of Laity, the Board of Or-
7 dained Ministry and the Commission on the Status and Role of Women. The Assistant
8 to the Bishop for Administration shall chair the committee.

9
10 **2295.00**11 **Committee on Intentional Interim/Transition Ministry**12 **2295.05**

13 Functions: The Intentional Interim Ministry Committee provides for program advocacy,
14 recruitment, training, and support for persons who have taken the United Methodist
15 Intentional Interim training and/or support for persons serving in intentional interim ap-
16 pointments.

17 **2295.10**

18 Membership: Eight persons nominated by the bishop and a representative of the Epis-
19 copal office shall be a member of the committee.

20
21 **2300.00**22 **CONFERENCE BENEVOLENCE PROGRAM**23 **2310.00**

24 There shall be a **Conference Connectional Ministries Council** that is amenable to
25 the Annual Conference.

26 **2310.05**

27 **Function.** The Council is responsible, in relationship to, and cooperation with, other
28 entities within the Annual Conference for carrying out the responsibilities identified in
29 ¶608 of the 2016 *Book of Discipline*.

30 **2310.10**

31 Membership:

- 32 1. Officers of the council shall be the chairperson, vice chairperson/financial secretary
33 and secretary. They shall be elected by the council upon nomination of the Confer-
34 ence Connectional Ministries Council Executive Committee at the beginning of
35 each quadrennium. Council officers' tenure shall be limited to no more than eight
36 years. The nominees do not need to be members of the council at the time of their
37 election. If already members of the council at the time of their election, they will be
38 replaced as the representative of their respective district or agency.
- 39 2. Members of the executive committee shall be the officers, Bishop, Assistant to the
40 Bishop for Administration, Assistant to the Bishop for Connectional Ministries, one
41 district superintendent chosen by the cabinet, conference lay leader, chairs of the
42 Program Review Committee and the Committee on Planning and Research, and
43 the elected representative of the Connectional Table of the United Methodist
44 Church. It is desirable for one-half of the members of the executive committee to
45 be lay persons. The Conference Treasurer and Director of Administrative Services
46 and the President of the Council on Finance and Administration shall be consult-
47 ants. The executive committee shall plan and guide the work of the council.
- 48 3. The general membership of the Conference Connectional Ministries Council shall
49 include the chairpersons of each District Connectional Ministries Council, chairper-
50 sons of the conference program boards, chairpersons of the age level councils,
51 chairpersons of the commissions, chairpersons of the Committee on Planning and
52 Research and the Program Review Committee, Conference Connectional Minis-
53 tries Council committees, two district superintendents, two Field Outreach Minis-
54 ters, the Leadership Development Ministers, presidents of the United Methodist

1 Women and the United Methodist Men, conference secretary, the Conference Sec-
 2 retary of Global Ministries, the President of the Council on Finance and Administra-
 3 tion and an additional representative from the Council on Finance and Administra-
 4 tion.

5 4. Consultants shall be the Assistant to the Bishop for Connectional Ministries, the
 6 Assistant to the Bishop for Administration, the Conference Treasurer and Director
 7 of Administrative Services chairperson of the Conference Nominations Coordinat-
 8 ing Committee.

9 **2310.15**

10 **Program Review Committee.**

11 1. Responsibilities: The committee shall be responsible for reviewing, evaluating, and
 12 coordinating all program plans developed and implemented under the direction of
 13 the Conference Connectional Ministries Council.

14 2. Membership shall include one person selected from each district. Membership on
 15 the committees shall be limited to no more than eight years.

16 3. Ex-officio members shall be:

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

18 b. COSROW (shall be a woman).

19 c. Ministry With Persons With Disabilities (shall be a person with a disability).

20 d. CORR (shall be an ethnic person).

21 e. The Assistant to the Bishop for Administration.

22 f. The Assistant to the Bishop for Connectional Ministries.

23 g. Cabinet representative.

24 **2310.20**

25 **Committee on Planning and Research.**

26 1. Tasks:

27 a. Assist research activities,

28 b. Conduct research for the church and its agencies,

29 c. Assist the Conference Connectional Ministries Council and agencies of the
 30 conference in their planning processes,

31 d. Recommend research initiatives to the Conference Connectional Ministries
 32 Council.

33 2. Membership shall be the chairperson and six members selected for their exper-
 34 tise. Membership on the committee shall be limited to no more than eight years.

35 **2310.25**

36 **Conference Connectional Ministries Council Staff**

37 1. The Bishop shall appoint an Assistant to the Bishop for Connectional Ministries, who
 38 shall be the executive responsible for carrying out the decisions of the Conference
 39 Connectional Ministries Council, and for providing leadership in the manner de-
 40 scribed in ¶1608 of the *Book of Discipline*.

41 2. The Assistant to the Bishop, in consultation with the Bishop, may appoint part-time
 42 or full-time Leadership Development Ministers. Their responsibilities shall be de-
 43 termined based on the conference's vision, mission and strategic priorities.

44 3. The Leadership Development Ministers will be guided and supervised by the Assis-
 45 tant to the Bishop for Connectional Ministries.

46 **2320.00**

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

1 The boards are organized in accordance with the provisions of ¶610 of *The Book of*
 2 *Discipline* and the names used here are not to be construed as necessarily the annual
 3 conference counterparts of similarly named general church boards. The disciplinary
 4 provisions and functions which apply to these boards shall be limited to those indicated
 5 in this plan of organization. Other necessary functions will be fulfilled through the organ-
 6 izational structures developed by the boards. It is strongly recommended that the board
 7 sub-groups represented on the Conference Connectional Ministries Council shall select
 8 chairpersons on the 1/3, 1/3, 1/3 ratio insofar as possible.

9 **2320.05**

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

20 **2320.10**

21 Program Agencies in rules 2321.00 through 2326.15 shall follow by the rules in 2320.00
 22 and 2320.05

23

24 **2321.00**

25 **Board of Camp, Conference and Retreat Ministries**

26 **2321.05**

27 Functions:

- 28 1. Establish a vision, a direction for the ministry, and monitor the progress to assure
 29 that the organization is carrying it out.
- 30 2. Be the link between the sites and annual conference (agencies and congrega-
 31 tions), assuring that the agencies' and churches' needs and issues are understood
 32 by the Camp, Conference, and Retreat Ministries leaders, and that the Camp, Con-
 33 ference and Retreat Ministries' needs and issues are understood by the churches
 34 and annual conference agencies.
- 35 3. Establish standards of quality for carrying out all aspects of the ministry with sys-
 36 tems of accountability for assuring that the standards are maintained.
- 37 4. Set annual goals which are attainable and measurable, and establish a regular
 38 system of accountability and feedback to assure that the goals are met and new
 39 goals established.
- 40 5. Oversee the management of the sites, programs and personnel to assure fiscal
 41 responsibility, stewardship of property, quality of programming, fairness in staff re-
 42 lations, and practices which reduce the exposure of risk in the annual conference.

43

44 **2321.10**

45 The officers may be selected from outside the board membership.

46 **2321.15**

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

50 **2321.20**

51 The Board shall have a Personnel standing committee.

52

53

54

1 **2322.00**

2 **Board of Church and Society**, with functions as outlined in *The Book of Discipline*,
3 (§629).

4 **2322.05**

5 Officers of the board and members of the executive committee shall be the chairperson,
6 vice-chairperson, financial secretary and secretary. The officers may be selected from
7 outside the membership of the board.

8 **2322.10**

9 Membership shall include the officers, at least one person from each district, the Peace
10 with Justice Coordinator, and one youth. The Mission Coordinator for Social Action for
11 the Iowa Conference United Methodist Women shall be an ex-officio member.

12 **2322.15**

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

15 **2322.20**

16 The board shall discern for each quadrennium, three or four foci for their work to create
17 quadrennial working committees. These foci shall be issues consistent with the work of
18 the General Board of Church and Society and be pertinent to the lives of Iowans. Per-
19 sons who have special interest and knowledge may be recruited by Board members for
20 membership in quadrennial working committees. Working committees shall be focused
21 in the districts and will educate and engage local churches; develop leaders; mobilize
22 persons to make a difference; and engage in advocacy and resolutions.

23

24 **2323.00**

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

26 **2323.05**

27 Officers of the board and members of the executive committee shall be the chairperson,
28 vice chairperson/financial secretary and secretary. The officers may be selected from
29 outside the membership of the board.

30 **2323.10**

31 Membership shall include one person from each district, one youth, and five at-large
32 members each of whom shall advocate on behalf of one of the following five areas of
33 ministry:

- 34 1. Education
- 35 2. Evangelism
- 36 3. Spiritual Formation
- 37 4. Stewardship
- 38 5. Worship

39

40 **2324.00**

41 **Board of Global Ministries** with functions as outlined in *The Book of Discipline*,
42 (§633).

43 **2324.05**

44 Officers of the board and the members of the executive committee shall be: chairper-
45 son, vice chairperson, secretary and financial secretary. The officers may be selected
46 from outside the membership of the board.

47 **2324.10**

48 Membership shall include one person from each district, the Conference Secretary of
49 Global Ministries who will chair the Mission Education standing committee, the Confer-
50 ence Volunteers in Mission Coordinator who will chair the Volunteers in Mission Stand-
51 ing Committee, the Conference Disaster Preparedness and Response Coordinator,
52 who will chair the Disaster Preparedness and Response Standing Committee, the
53 chairpersons of the four remaining standing committees, and one youth.

54

1 **2324.15**

2 The executive committee of the Conference Board of Global Ministries, in consultation
3 with the Assistant to the Bishop for Connectional Ministries, shall appoint a Conference
4 Disaster Preparedness and Response Coordinator.

5 **2324.20**

6 The Mission Coordinator for Education and Interpretation of the Iowa Conference Unit-
7 ed Methodist Women shall be an ex-officio member.

8 **2324.25**

9 The board shall have the following standing committees:

- 10 1. Parish Development Ministries
- 11 2. Community and Institutional Ministries
- 12 3. Mission Education
- 13 4. Hispanic/Latino Ministries
- 14 5. Volunteers in Mission
- 15 6. Disaster Preparedness and Response
- 16 7. Justice For Our Neighbors

17

18 **2325.00**

19 **Board of Higher Education and Campus Ministry** with functions as outlined in the
20 *Book of Discipline* (§634).

21 **2325.05**

22 The officers may be selected from outside the membership of the board.

23 **2325.10**

24 Membership shall include one person from each district and at least one youth and one
25 young adult.

26 **2325.15**

27 Consultants may be the presidents of the Iowa United Methodist-related colleges or
28 their designees, and a representative from each of the Wesley Foundations, which may
29 be the director or a designee. Where community college ministries are viable, an advoca-
30 cate may be added to the board as a consultant.

31

32 **2326.00**

33 **Board of Laity**, with functions as outlined in the *Book of Discipline* (§631).

34 **2326.05**

35 Officers of the board and members of the executive committee shall be the chairperson
36 (Conference Lay Leader), Associate Conference Lay Leader, secretary, financial secre-
37 tary, and Conference Director of Lay Speaking Ministries. The Associate Conference
38 Lay Leader, secretary, and financial secretary may be selected from outside the mem-
39 bership of the board. The Conference Lay Leader shall be elected quadrennially on
40 nomination of the Board of Laity. A person who has served on the Board of Laity for the
41 maximum eight years' tenure allowed agency members may have an additional four
42 years of tenure if elected Conference Lay Leader.

43 **2326.10**

44 Membership shall include each district lay leader, one youth, one young adult and the
45 officers.

46 **2326.15**

47 Ex-officio members shall be the Conference Scouting Coordinator, the presidents of
48 Conference United Methodist Women and United Methodist Men, the chairperson of
49 the Conference Council on Youth Ministries, a United Methodist young adult, repre-
50 sentative of Heifer Project International, representative of the School for Lay Ministry,
51 representative of Thanksgiving Ingathering, other members required by *The Book of*
52 *Discipline* §631.3, and the Bishop or Bishop's designees.

53

54

1 **2330.00**

2 **Board of Ordained Ministry**, with functions as outlined in *The Book of Discipline*,
3 ¶635.

4 **2330.05**

5 Officers of the board shall be the chairperson, vice-chairperson or chair-elect (in charge
6 of Examination Teams), examination coordinator, registrar, secretary, and financial
7 secretary. Members of the executive committee shall also include the chairs of the Or-
8 der of Elders, the Order of Deacons, and The Fellowship of Local Pastors and Associ-
9 ate Members, the chairs of Board committees, one district superintendent, and the As-
10 sistants to the Bishop.

11 **2330.10**

12 Membership shall consist of seventy persons nominated by the bishop and elected by
13 the annual conference for a term of four years. At least one-fifth of the board shall be
14 lay persons, which may include diaconal ministers. Board membership shall include at
15 least one ordained clergy person in retired relationship, at least one ordained clergy
16 person in extension ministry, and two district superintendents who are to represent the
17 cabinet. At least two associate members or local pastors who have completed the
18 Course of Study shall be members of the board with voice and vote.

19

20 **2340.00**

21 **Conference Council on Youth Ministry** (¶649)

22 **2340.05**

23 The officers and executive committee shall be the chairperson, chairperson-elect and
24 secretary who shall be selected from the youth general membership.

25 **2340.10**

26 Membership shall include one adult youth coordinator from each district, sixteen youth
27 under 18 years of age, the chair, chair-elect and secretary, the district youth coordina-
28 tors and the sixteen youth members will be nominated by the Conference Nominations
29 Coordinating Committee.

30 **2340.15**

31 The Conference Connectional Ministries Council, in consultation with this council, shall
32 nominate quadrennially a Conference Coordinator of Youth Ministry to be elected by
33 the annual conference.

34

35 **2350.00**

36 **Conference Council on Older Adult Ministries** (¶651)

37 **2350.05**

38 Membership:

- 39 1. shall be in accordance with ¶651.2, and
- 40 2. shall include one representative from each district.

41

42 **2360.00**

43 **Young Adult Council** (¶650).

44 **2360.05**

45 Membership:

- 46 1. shall be in accordance with ¶650.2, and
- 47 2. shall include one representative from each district.

48

49 **2370.00**

50 **Christian Unity and Interreligious Concerns Commission** (¶642).

51 **2370.05**

52 Membership shall be the chairperson, one person selected from each district, and one
53 youth.

54

1 **2370.10**

2 Ex-officio members shall be the Ecumenical Partner and the United Methodist Women
3 representative to Church Women United.

4

5 **2380.00**

6 **Advocacy Commissions.** The purpose of the following listed commissions which will
7 relate directly to the Conference Connectional Ministries Council, will be to advocate,
8 monitor, and serve as catalysts to ensure that the concerns of their constituents are
9 adequately represented in conference programming. They are not to be programming
10 groups in and of themselves, but rather they shall encourage other agencies to pro-
11 gram with their concerns in mind. Their functions may include: collecting and assessing
12 information, interpreting needs, providing resources and consultative services.

13

14 **2381.00**15 **Religion and Race (§643).**16 **2381.05**

17 Membership shall include one person selected from each district, one youth, one young
18 adult, and six ethnic fellowship group representatives each of whom will advocate on
19 behalf of one of the following conference ethnic fellowships:

- 20 1. African-American
- 21 2. Asian
- 22 3. Filipino
- 23 4. Hispanic
- 24 5. Korean
- 25 6. Native American

26 **2381.10**

27 One ecumenical partner from each of the following churches:

- 28 1. African Methodist Episcopal Church (AME)
- 29 2. African Methodist Episcopal Zion Church (AMEZ)
- 30 3. Christian Methodist Episcopal Church (CME)

31

32 **2382.00**33 **Status and Role of Women (§644)**34 **2382.05**

35 Membership shall include one person selected from each district, one youth, and six at-
36 large members.

37 **2382.10**

38 A representative appointed by and from the Conference United Methodist Women shall
39 be an ex-officio member.

40 **2382.15**

41 Co-chairpersons shall be elected from the at-large members.

42

43 **2383.00**

44 **Ministry with Persons with Disabilities (§653).** Membership shall be the chairperson,
45 one youth, and one person selected from each district. At least one-half of the members
46 of this commission shall be persons having disabilities.

47

48 **2390.00**49 **Task Forces**50 **2390.05**

51 A proposal for an annual conference task force shall include budget provisions for the
52 work of the task force.

53

54

1 **2390.10**

2 When the annual conference approves a motion for a new task force, the motion shall
 3 be referred to the Executive Committee of the Conference Connectional Ministries
 4 Council for its recommendation as to possible assignment to an existing agency. The
 5 Conference Connectional Ministries Council Executive Committee shall report back to
 6 the same annual conference session for its vote on the recommendation.

7 **2390.15**

8 Sunset Rule. When a new task force is authorized by the annual conference, there
 9 shall be included the date when the work of the group is to be completed and the group
 10 disbanded.

11

12 **2400.00**13 **CONFERENCE LAY ORGANIZATIONS.**14 **2410.00**15 **United Methodist Women** (§647)16 **2420.00**17 **United Methodist Men** (§648)

18

19 **2500.00**20 **HEALTH AND WELFARE ORGANIZATIONS RELATED TO THE IOWA ANNUAL**
21 **CONFERENCE**22 **2500.05**

23 Health and Welfare organizations and institutions located within the bounds of the Iowa
 24 Annual Conference that establish and maintain relationship statements with the annual
 25 conference shall be recognized as related organizations.

26 **2510.00**27 **Relationship Statements with Health and Welfare Organizations:**

28 1. Must comply with all of the terms in ¶2517.1, ¶2517.2 and ¶2517.4 of the *Book of*
 29 *Discipline*.

30 2. Must include terms by which the organization promises to evaluate itself for excel-
 31 lence in ministry by either:

32 a. Pursuing and achieving accreditation in an industry-recognized national ac-
 33 creditation body appropriate to a faith-based organization, or

34 b. Utilizing programmatic standards, self-study and peer review appropriate to
 35 church-related institutions and programs that promote excellence in Christian
 36 ministry and mission and enhance the quality of services offered by the institu-
 37 tion.

38 c. Must be reviewed by the conference chancellor prior to adoption by the Annual
 39 Conference Session.

40 d. Health and Welfare organizations are strongly encouraged to pursue member-
 41 ship in the United Methodist Association.

42 3. Organizations which have complied with the requirements herein and have a cur-
 43 rent relationship statement with the Iowa Annual Conference:

44 a. Shall be listed in the General Directory of the Iowa Annual Conference Journal
 45 and on the official web site of the Iowa Annual Conference, with a link to each
 46 organization's web page;

47 b. May request display space at Annual Conference Session and other confer-
 48 ence gatherings; and

49 c. May request promotion of the ministry through the communication channels of
 50 the conference.

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

- 1 a. A task force shall review all submitted relationship statements and prepare
- 2 recommendations of adoption/non-adoption to the Conference Connectional
- 3 Ministries Council.
- 4 b. The task force shall be comprised of representatives of the Conference Con-
- 5 nectional Ministries Council, the Conference Board of Trustees and the Stand-
- 6 ing Commission on Community and Institutional Ministries of the Conference
- 7 Board of Global Ministries.
- 8 c. The Conference Connectional Ministries Council shall act upon the recom-
- 9 mendations of the task group and report their action to the Conference Board
- 10 of Trustees.
- 11 d. All relationship statements must be reviewed and renewed every four years.

12
13 **2600.00**

14 **DISTRICT MINISTRIES**

15 **2610.00**

16 **District Conference.** There may be a district conference in each district. (¶658-¶659).

17 **2620.00**

18 **A District Ministry Team**, consisting of the District Superintendent and the Field Out-

19 reach Minister, shall lead each district.

20 **2620.05**

21 The Field Outreach Minister shall resource local churches to provide effective leader-

22 ship, ministry programs and mission outreach within their local community and around

23 the world.

24 **2620.10**

25 The teams will work collaboratively and cooperatively to promote effective ministry.

26 **2620.15**

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

28 **2620.20**

29 The District Superintendency Committee will assist the bishop in evaluating and advis-

30 ing the work of both the district superintendent and field outreach ministry and report

31 annually to the bishop.

32 **2620.25**

33 The Field Outreach Minister may be part-time or full-time, may serve more than one

34 district, or may be based out of the conference center.

35 **2620.30**

36 The foci for the ministry of the Field Outreach Minister will be based upon the priorities

37 set by the annual conference in its strategic plan.

38 **2620.35**

39 The number of Field Outreach Ministers will be set by the Bishop and the appointive

40 cabinet.

41 **2630.00**

42 **Stewardship Team**

43 **2630.05**

44 Each district shall have a Stewardship Team comprised of members determined by the

45 district superintendent. The Stewardship Team will help churches of the district to meet

46 their financial responsibilities to the conference by taking actions such as:

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

50 **2640.00**

51 **Local Ministry Action Teams**

52 **2640.05**

53 Churches in each district shall be strongly encouraged to organize into Local Ministry

54 Action Teams.

1 2640.10

2 The primary purpose of these ministry action teams will be to work cooperatively to
 3 reach out to persons who are not currently being reached by the ministry outside the
 4 walls of our churches.

5 2650.00**6 District Connectional Ministries Councils****7 2650.05**

8 There shall be in each district a Connectional Ministries Council elected by the district
 9 conference tasked with the following:

- 10 1. To develop a district ministry vision and strategy that is in alignment with the stated
 11 mission of the annual conference.
- 12 2. To develop within the district and between districts ministries and leadership that
 13 are in alignment with the vision and strategy of the district(s), working in collabora-
 14 tion with the Leadership Development Ministers, the District Ministry Team and the
 15 Conference Connectional Ministries Council.
- 16 3. To create opportunities for feedback on and evaluation of the district's program-
 17 ming and ministry development work.
- 18 4. To connect local congregations to one another and to the annual conference by
 19 establishing channels of communication and opportunities for dialogue.
- 20 5. To develop Local Ministry Action Teams in collaboration with the District Ministry
 21 Team.
- 22 6. To recruit, train and support the District Stewardship Teams. To oversee the ad-
 23 ministration of grant-related responsibilities assigned to or residing within the dis-
 24 trict.
- 25 7. To receive reports from grant recipients and other ministry groups within the district
 26 as shall be determined by the Council, for the purposes of communicating infor-
 27 mation about ministries in the district and assuring faithful stewardship of available
 28 grant funding.
- 29 8. To administer funds received from the annual conference and funds raised by the
 30 district. District monies may not be used for conference programs unless the Dis-
 31 trict Connectional Ministries Council authorizes such use. No individual officer or
 32 member of the District Connectional Ministries Council has authority to use district
 33 monies without action of the Council.

34 2650.10

35 Membership. Each district may determine the number of persons needed for fulfilling
 36 the strategic and administrative work that will be done by the District Connectional Min-
 37 istries Council. It is strongly recommended that membership be chosen to include a
 38 balance of clergy and laity, men and women, as well as representation of ethnic per-
 39 sons, youth/young adults, and older adults. The district presidents of United Methodist
 40 Men and United Methodist Women may be part of the Council; districts are encouraged
 41 to include Volunteers in Mission and Disaster Response coordinators on the Council.
 42 The District Conference shall determine and elect the membership. The Field Outreach
 43 Minister assigned to the district shall be a member, as well as the following officers:

- 44 1. The district superintendent, who shall have primary administrative responsibility.
- 45 2. A chairperson, elected by the district conference
- 46 3. The district lay leader, elected by the district conference
- 47 4. A secretary, elected by the district conference.

48 2650.15

49 In order to foster a collaborative relationship between the ministry of local churches,
 50 districts, and the annual conference, the chairperson of the District Council shall repre-
 51 sent the district at the Conference Connectional Ministries Council, or designate anoth-
 52 er member of the district council to serve.

53

54

1 2650.20

2 In order to fulfill the above functions, the District Connectional Ministries Council may
3 organize its work as best serves the missional activities of the districts. This includes,
4 but is not limited to, assigning responsibilities to and setting timelines for task groups,
5 sub-district groups and special purpose committees. It is strongly encouraged that the
6 District Council annually reviews the representation in each subgroup; then, working
7 with the District Nominations Committee, develop and recruit leadership that will ensure
8 the ongoing vitality of the district's life.

9 2650.25

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

14 2650.30

15 Because of their specialized functions, the District Committee on Ordained Ministry and
16 the District Board of Church Location and Building shall be continued as separate
17 agencies.

18 2650.35

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

21